



REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES  
**Village Engineer**

**Proposal Due: July 20, 2022, by 4:00pm**

**PURPOSE OF REQUEST**

Village of Malverne (the Village) is requesting proposals (RFP) from engineering firms to serve as Village Engineer on an as-needed basis. Projects anticipated near term include parking lots repaving, various building improvement and road resurfacing. The Village Engineer will work closely with the Building and Public Works departments to achieve the Village engineering goals. We invite firms to submit a proposal by July 20, 2022, for consideration by the Malverne Board of Trustees.

Malverne is located approximately 40 minutes from the heart of New York City and within twenty minutes from some of the world's most beautiful white sand beaches. Malverne boasts twenty-five (25) miles of Village roadways. Village services include police, fire, library, sanitation, highway and ambulance. The Village maintains a formal capital plan with just around \$8 million of general obligation tax-exempt bonds currently outstanding.



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**PROPOSAL REQUIREMENTS**

Proposal must be clear and concise and demonstrate both respondent's qualifications and abilities relative to supporting the engineering needs of a village operation.

The proposal shall be organized in the format listed below.

1. Briefly describe the history of the firm
2. Describe your firm's practice with regards to municipal operations.
3. Describe your firm's experiences with the Village of Malverne, if any.
4. Provide the background of the individual(s) who would be the Village's primary day-to-day contact(s).
5. Identify and briefly describe comparable municipal (Village) operations where your firm has served in a similar capacity in the past five (5) years.
6. Describe your firm's experience with managing multi-year roadway projects including but not limited to roadway evaluation and scoring, project planning and execution.
7. At least three (3) municipal references - Name, title of an official, email, telephone number.
8. Describe your firm's proposed compensation.
9. Describe and state the conclusion reached of any disciplinary action, administrative proceeding, or other like proceedings against your firm, whether current or pending, as well as any such action, proceeding or claim occurring during the past five (5) years, if any.
10. Describe the level of insurance carried by your firm, for the services in proposal.
11. Provide your firm's proposed Village Engineer contract.



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**EVALUATION CRITERIA**

Firms submitting a proposal are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of the Village. The evaluation criteria will include, but not be limited to, the items listed below;

1. Experience and expertise of firm and personnel named in the proposal.
2. Experience with providing engineering services to municipal entities.
3. Satisfaction of previous clients.
4. Fees.

**SUBMISSION REQUIRMENTS**

- 1 Please submit one (1) original and two (2) copies of the RFP no later than 4:00 pm on July 20, 2022 to Village of Malverne, 99 Church Street, Malverne, NY 11565  
Attn: Averil Smith, Village Clerk,
- 2 The proposal package must be delivered in a sealed envelope that is clearly marked – **Village Engineer**
- 3 Telephone, facsimile and email proposals will not be accepted.
- 4 The Village is not responsible for any internal or external delivery delays – late submissions will not be accepted.

The Village Board reserves the right to reject any and all submissions in whole or part, to waive any informality in any or all proposals and to accept the proposal or part thereof which it deems most favorable to the Village.

For questions related to this proposal email [info@malvernevillage.org](mailto:info@malvernevillage.org) “Village Engineer” in the subject line.