

REQUEST FOR PROPOSALS

**VILLAGE OF ORCHARD PARK
4295 SOUTH BUFFALO STREET
ORCHARD PARK, NY 14127**

1. General: The Village of Orchard Park seeks proposals from qualified engineering firms to provide professional engineering services on an “as needed” basis. The complete Request for Proposal is available at the Village Office, 4295 South Buffalo Street, Orchard Park, NY 14127, between the hours of 9am – 4 pm, Monday – Friday, and on line at: www.orchardparkvillage.org.
2. Scope of Services: The Village of Orchard Park seeks professional engineering services to assist with particular projects as may be needed. Projects may be any which are within the scope of professional engineering and surveying.
3. Site Visits: Site visits are strongly discouraged in the interest of reducing costs prior to shortlisting or the interview stage.
4. Term of Contract: The Village of Orchard Park shall enter into a one-year term contract with the selected engineering firm. The contract may be renewed, at the discretion of the Village, for up to three (3) successive one-year terms.
5. Evaluation of Proposals: Proposals will be considered by the Orchard Park Village Board of Trustees at the Village Office on May 10, 2021 at 6:00 pm.
6. Contents of Proposals: Each firm that wishes to submit a proposal in response to this Request for Proposals (RFP) must submit
 - a. five (5) copies of the company’s proposal, along with a cover letter of not more than two pages.
 - b. Reimbursable Expenses Schedule and Standard Hourly Rates Schedule (attached).
7. Rejection of Proposals: the Village of Orchard Park reserves the right to reject any or all proposals received.
8. Deadline: Five (5) copies of the written proposal shall be submitted by April 26, 2021 at 2 pm. Proposals shall be mailed or delivered, and should be addressed to: Village of Orchard Park, 4295 South Buffalo Street, Orchard Park, NY 14127, Attention: Mary Beth Jensen, Clerk. All proposals will be time and date stamped and no proposals received after the deadline shall be considered.
9. Information: Any questions should be addressed to the Village of Orchard Park, 4295 South Buffalo Street, Orchard Park, NY 14127, Mayor JoAnn Litwin Clinton, by telephone: 716-662-9327, or by email: mayor@orchardparkvillage.org.