



TOWN OF BERNE, NEW YORK
REQUEST FOR PROPOSALS (RFP) 2026-03

Professional Civil Engineering Services

July 1, 2026

I. INTRODUCTION

The Town of Berne ("Town") is soliciting sealed proposals from qualified engineering firms licensed to practice in the State of New York to provide comprehensive municipal civil engineering services to the Town.

The successful proposer will serve as the Town's consulting Civil Engineer and provide engineering services to the Town Board, elected officials, appointed officials, departments, boards, commissions, and employees as authorized by the Town Board.

The Town reserves the right to retain one or more engineering firms for specialized projects or services requiring unique expertise.

II. BACKGROUND

The Town of Berne is a municipal corporation located in Albany County, New York with approximately 2,800 residents.

The Town provides municipal services including:

- General government
- Highway operations
- Buildings and grounds
- Building and Code Enforcement
- Planning and Zoning
- Sewer District operations
- Parks and recreation
- Transfer Station operations
- Stormwater management
- Capital improvement projects
- Contract administration

The Town Board consists of:

- Town Supervisor
- Four Councilmembers

The Town conducts regular monthly meetings and special meetings as required.

III. SCOPE OF SERVICES

The selected engineering firm shall provide professional engineering services including, but not limited to:

General Municipal Engineering

Provide engineering consultation regarding:

- Municipal infrastructure
- Capital improvement planning
- Municipal facilities
- Engineering studies
- Feasibility analyses
- Engineering reports
- Cost estimating
- Budget development for capital projects
- Asset management
- Long-term infrastructure planning

Highway and Transportation

Provide engineering services involving:

- Highway reconstruction
- Roadway design
- Culvert replacement
- Bridge evaluations
- Drainage improvements
- Pavement management
- Traffic studies
- ADA compliance
- Construction specifications
- Construction inspection

Stormwater Management

Provide engineering services involving:

- Storm drainage systems
- Culvert sizing
- Flood mitigation
- Erosion control
- Stormwater modeling
- Stormwater Pollution Prevention Plans (SWPPPs)
- NYSDEC permitting
- Drainage investigations

Sewer District

Provide engineering services involving:

- Collection system evaluations
- Pump station improvements
- Sewer extensions
- Inflow/Infiltration studies
- Permit compliance
- Asset management
- Capital planning

Municipal Facilities

Provide engineering assistance involving:

- Town Hall
- Highway Garage
- Parks
- Recreation facilities
- Parking areas
- Buildings
- ADA improvements
- Energy efficiency projects

Planning and Zoning

Provide engineering review for:

- Site plans
- Subdivisions
- Special Use Permits
- Planning Board applications
- Zoning Board referrals
- Stormwater compliance
- Escrow engineering review

Environmental Compliance

Provide engineering assistance involving:

- SEQRA
- NYSDEC permitting
- Environmental assessments
- Wetlands
- Stream disturbance permits
- FEMA requirements
- Regulatory compliance

Construction Administration

Provide services including:

- Preparation of plans
- Technical specifications
- Bid documents
- Engineer's estimates
- Construction observation
- Shop drawing review
- Change order review
- Final inspections
- Project closeout

Grant Assistance

Provide assistance with:

- Engineering reports
- Grant applications
- Funding opportunities
- Project administration
- NYSDOT grants
- NYSDEC grants
- Environmental Facilities Corporation funding
- FEMA reimbursement
- DASNY programs

Attendance at Meetings

Attend (as requested):

- Regular Town Board meetings
- Special Town Board meetings
- Public hearings
- Planning Board meetings as requested
- Zoning Board meetings as requested
- Project meetings
- Construction meetings

Other Duties

Perform additional engineering services requested by the Town Board.

IV. DESIRED QUALIFICATIONS

The Town seeks engineering firms with demonstrated experience in:

- Municipal engineering
- Highway design
- Drainage systems
- Sewer infrastructure
- Stormwater management
- Municipal facilities
- Planning and zoning review
- NYSDEC permitting
- SEQRA
- Construction administration
- Grant-funded municipal projects
- New York municipal government
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Preference may be given to firms with substantial experience serving municipalities similar in size to the Town of Berne.

V. TERM

The anticipated contract term shall be:

One (1) year upon execution of contract, with annual renewal upon approval by the Town Board.

VI. PROPOSAL REQUIREMENTS

The proposal shall include:

1. Cover Letter

Including:

- Name of firm
- Office address
- Telephone
- Email
- Primary contact

2. Qualifications

Describe:

- Municipal engineering experience
- Years in practice
- Size of firm
- Areas of expertise
- Similar municipal clients
- Specialized services offered

3. Staffing

Identify:

- Project Manager
- Lead Professional Engineer
- Supporting Engineers
- Construction Inspection Staff
- Survey Staff (if applicable)
- Availability for emergency services

4. References

Provide at least five municipal references including:

- Municipality
- Contact person
- Telephone
- Email

5. Proposed Fee Structure

Clearly identify hourly rates for:

- Principal
- Project Manager
- Professional Engineer
- Senior Engineer
- Engineering Technician
- Construction Inspector
- CAD Technician
- Administrative Support

Identify mileage, reimbursable expenses, overtime rates, and any mark-ups.

6. Conflicts of Interest

Identify any existing or potential conflicts involving:

- Town officials
- Employees
- Planning Board matters
- Zoning Board matters
- Current development projects within the Town

7. Insurance

Provide proof of:

- Professional Liability Insurance
- Commercial General Liability Insurance
- Automobile Liability Insurance
- Workers' Compensation Insurance
- Disability Insurance

8. Sample Documents

Include examples of:

- Engineering reports
 - Municipal plans
 - Bid specifications
 - Construction documents
 - Technical memoranda
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VII. EVALUATION CRITERIA

The Town may consider municipal experience, qualifications, references, responsiveness, availability, and cost. The Town reserves the right to interview all finalists.

VIII. INSURANCE REQUIREMENTS

Prior to contract execution, the successful proposer shall provide certificates evidencing:

- Professional Liability Insurance
- Commercial General Liability Insurance
- Automobile Liability Insurance
- Workers' Compensation
- Disability Insurance
- Other insurance required by law

The successful proposer shall name the Town of Berne as an Additional Insured where applicable.

IX. SUBMISSION

Submit:

One original and three copies.

Electronic submission (PDF) is encouraged.

Deliver to:

Town Supervisor
Town of Berne
PO Box 57
1656 Helderberg Trail
Berne, NY 12023

Proposals must be clearly marked:

"Proposal – Civil Engineering Services"

Proposals due **NOON on July 31, 2026**. Late proposals will not be considered.

X. RESERVATION OF RIGHTS

The Town reserves the right to:

- Reject any or all proposals.
- Waive informalities.
- Request additional information.
- Conduct interviews.
- Negotiate fees and contract terms.
- Select the proposal determined to be in the Town's best interests.
- Award all or portions of the services.
- Decline to make any award.

Issuance of this RFP does not obligate the Town to award a contract.

XI. PROCUREMENT POLICY

This RFP is issued pursuant to the Town of Berne Purchasing Policy and applicable provisions of New York General Municipal Law.

Because engineering services are professional services, selection will be based primarily upon qualifications, experience, responsiveness, and the overall value offered to the Town, rather than solely on the lowest cost.

XII. QUESTIONS

Questions regarding this RFP shall be submitted in writing to:

Town Supervisor

Town of Berne

Email: supervisor@berneny.gov

Questions must be received no later than **NOON on July 29, 2026.**

Responses may be shared with all prospective proposers.