Town of Cairo

REQUEST FOR QUALIFICATIONS (RFQ)
For Professional Engineering Services

512 Main St., PO Box 728
Cairo, NY 12413

Introduction

The Town of Cairo is seeking statements of qualifications from consulting firms qualified to provide professional engineering services in connection with our Preliminary Inflow and Infiltration (PII) Study. The Town of Cairo intends to seek funding through Community Development Block Grant (CDBG), USDA, NYS Water Infrastructure Improvement Act (WIIA), the NYS Drinking Water State Revolving Fund (DWSRF), and other compatible programs. The selected firm must demonstrate experience with these funding programs and the related regulatory requirements.

Time of Performance

The Town of Cairo anticipates awarding one contract for the engineering services required to identify needed infrastructure improvements and to assist with implementation from concept through construction.

Scope of Services

The qualified engineering firm's services will include, but are not limited to, the following phases as they may be required:

1. Preparation of an engineering report to define priority Inflow & Infiltration infrastructure improvements and evaluate alternatives.
2. Development of plans, specifications, and permit applications, and assistance with public bidding.
3. Construction contract administration, construction observation, and related support during construction.

Respondents should describe how the firm can provide these services and should address personnel qualifications and experience performing similar work for municipalities.

Compensation

In accordance with qualifications-based selection requirements, fee proposals, hourly rates, or estimates of hours will not be requested or considered as part of the statement of qualifications. After final ranking is established, a fee proposal will be requested from the highest-ranked firm only. Compensation will be negotiated to a fair and reasonable amount based on the scope, complexity, and estimated value of the services.

Work Time Frames

Project completion shall be achieved within the time frames allowed by the applicable funding programs.

Statements of Qualifications

Statements of Qualifications should include the following:

A. Background information describing the nature and history of the firm, including client listings and references.

B. Specific information regarding the firm's experience and technical expertise with securing and implementing grant and loan funding programs and with similar municipal infrastructure work as described in the Scope of Services.

C. Resumes of the individuals who will provide the services and a description of their respective roles.

Evaluation Criteria and Selection

Statements of Qualifications will be evaluated and ranked on the following published criteria (weights total 100):

- Experience with similar municipal I & I Study projects and with CDBG, USDA, WIIA, and DWSRF programs - 30 points
- Technical competence of the proposed project team - 30 points
- Capacity and availability to perform the work on the required schedule - 25 points
- Past performance and references - 15 points

The Town of Cairo will shortlist at least three firms considered most highly qualified and will hold discussions with each regarding anticipated concepts and alternative approaches. After discussions, a final ranking will be established. A fee proposal will be requested from the highest-ranked firm only. If negotiation of fair and reasonable compensation is unsuccessful, negotiation will be terminated in writing, and the Town of Cairo will proceed to the next-ranked firm. The Town of Cairo reserves the right to reject any or all statements of qualifications and to conduct interviews at its sole discretion.

Submission Procedures

Submit two copies of the Statement of Qualifications to the address below no later than December 9, 2026, at which time all RFQs will be opened at 10 am in the Cairo Town Hall. Questions will be taken until November 23, 2026 and should be directed to Kayla McAlister, Town Clerk, at 518-622-3120 ext.101 or townclerk@townofcairony.gov. Address: Town of Cairo, 512 Main Street, PO Box 728, Cairo NY 12413.

Miscellaneous

A. The Town of Cairo assumes no responsibility or liability for costs incurred by respondents in preparing responses, attending interviews, or participating in negotiations.

B. The Town of Cairo is an equal opportunity employer. MWBE, SDVOB, and Section 3 businesses are encouraged to submit.