

**REQUEST FOR PROPOSALS
PLANNING BOARD OF THE CITY OF
NEWBURGH, NEW YORK**

**REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING
SERVICES
TO THE CITY OF NEWBURGH PLANNING BOARD**

For Immediate Release

The Planning Board of the City of Newburgh, New York invites the submission of proposals for professional services from qualified Planning Firms with experience in provision of professional engineering services to municipal planning boards.

SCOPE OF SERVICES

Services to be provided by the firm include:

- Provide professional engineering services in connection with applications for land usage, site plan approval, subdivision of land and related applications and matters brought before and determined by the Planning Board of the City of Newburgh.
- Preparation of written reports, technical reviews, comments and recommendations with respect to such matters.
- Site inspections as appropriate and necessary and as requested by the Planning Board.
- Attendance at all Planning Board meetings and work sessions.
- Provide assistance and work collaboratively with the secretary and other staff of the Planning Board and with all involved departments and agencies of the City of Newburgh including but not limited to Code Compliance, Building Inspector, Planning, Corporation Counsel and others.
- Additional services as requested by the Planning Board.

REQUIRED CONTENT OF PROPOSALS

1. Description of firm, including resume information of principals and professionals who are to be assigned to this purpose, and present staffing and management of firm.
2. Description of experience in assignments of similar type and scope.
3. A one- page narrative explaining the firm's interest, particular abilities, and qualifications related to this assignment is required. The firm must be familiar with building plans, structural design and stormwater management. Preference will be given to firms familiar with the State Environmental Quality Review Act and the City of Newburgh zoning ordinance.
4. Description of services to be provided by the respondent, which services will be performed by principals and which by associates, clerks and support staff; and the rate of compensation for each.
5. Evidence of professional liability and general insurance.
6. Proposed fee structure and expense details for the services proposed. Respondent to provide total cost of all work and expenses to provide the services including on an hourly, per diem, per application, per meeting or other reasonable basis including a total not-to-exceed cost as applicable.

SUBMISSION OF PROPOSALS

Qualified firms shall submit seven (7) paper copies of the proposal to Ian MacDougall, City of Newburgh, Planning and Development Department, 83 Broadway, Newburgh, NY, no later than 3 p.m. eastern time on Thursday, April 2, 2009. Facsimile or electronic mail submittals will not be accepted

All proposals are to be bound securely and organized so that required mandatory information is first followed by any supplementary information. The front cover of the proposal shall clearly indicate name, address and telephone number of the firm and designated contact person.

Please direct all questions regarding this request for proposal to Ian MacDougall, City Planner at (845) 569-9400 ext. 205.