

REQUEST FOR PROPOSALS

For Engineering Services

in the

Town of Greenwich, New York

Administered by

Flatley Read, Inc.

518-577-5681

grants@flatleyread.com

Responses are due by email June 26, 2026 at 4:00PM

REQUEST FOR QUALIFICATION

The Town of Greenwich is seeking proposals from engineering firms for a structural engineer for single and multi-unit residential dwellings for a NYS HCR funded housing project. This project includes moderate rehabilitation of existing 1–4-unit owner-occupied properties. The selected consultant/firm will be expected to work with Program consultants as well as the Town to prepare structural plans to incorporate into the scope of work for general contracting firms. Sites have not yet been selected.

CONSULTANT SCOPE OF SERVICES

Task: Evaluate Structural Stability and perform other analyses as needed of housing rehabilitation projects. Assess the structural integrity of the single or multi-family properties and the areas in question. Prepare a written report on how to best stabilize buildings with input from the Washington County Building Codes Department.

Additional Details: The current housing grants are for moderate rehabilitation of 1-4 unit, owner-occupied, residential homes. The Town will assist up to 10 properties. It is unknown how many properties will need structural engineering.

PROPOSAL SUBMISSION

Proposals must be received by **June 26, 2026 at 4pm.**

Each proposal shall contain the following:

1. Brief cover letter
2. General qualifications of the consultant/firm and description of prior experience
3. Personnel/Staffing Description
4. The proposed fee schedule for services: hourly and/or flat rate + travel expenses if applicable.
5. Timetable for delivery of services

Please keep proposals brief and submit only via email to Flatley Read, Inc. at grants@flatleyread.com.

The Town of Greenwich reserves the right to accept or reject any and all proposals on grounds that are deemed appropriate and bears no responsibility for the cost to prepare or submit the proposal response. The Town of Greenwich is an equal opportunity employer. ***Minority and Woman Owned Businesses and Section 3 Businesses are strongly encouraged to respond.***

SELECTION PROCESS

A Review Committee made up of Town staff and/or officials will review and rank proposals. The criteria for consultant selection are: (1) recent experience (2) timely delivery of services and (3) the proposed cost of services. Based on the ranking, the committee may short-list consultants for the purpose of conducting interviews. The selected firm would then enter into a professional services contract, subject to approval by the Town Board. This proposal review and interview process is expected to take no longer than one (1) week. Work will begin immediately following contract execution. Please email all proposals to Flatley Read, Inc. at grants@flatleyread.com.

QUESTIONS

Any questions regarding this proposal should be addressed via email to: grants@flatleyread.com. All questions must be received by June 19, 2026. All responses to questions received by June 19, 2026 will be posted by June 22, 2026.