

RFQ Title: Professional Planning and Engineering Consultant Services
Opening Date: 10/23/2026

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL PLANNING AND ENGINEERING
CONSULTANT SERVICES**

Town of Halfmoon, New York is accepting written proposals from all qualified and interested professional consulting parties to provide Professional Planning and Engineering Consultant Services. The successful party will provide the professional services described herein in support of the Town. All work will be contracted within the terms, conditions, scope of work and other applicable requirements set forth in subsequent work orders related to this document. The successful party will demonstrate qualifications, experience and abilities to successfully accomplish and support all aspects of the prescribed type of work.

Parties interested in preparing a response to this RFQ must complete the requirements set forth in the attached documents. Under the proposal process of the Town of Halfmoon, the conditions as set forth herein are binding to the proposer to the extent you confirm acceptance by your binding signature, by an officer, on the cover letter.

The Town of Halfmoon welcomes your response. The town reserves the right to reject any proposal found to be non-responsive, vague or non-conforming. The Town also reserves the right at any time to withdraw all or part of this proposal request in order to protect its best interests. The Town is not liable for any costs incurred by the party in preparing its response, nor is a response an offer to contract with your firm.

Sealed proposals must be received by the Town of Halfmoon Town Clerk's Office no later than 1:00 PM EST on October 23, 2026. Proposals will be opened at 1:00 PM on October 23, 2026. Late proposals will be returned unopened. Proposals shall include one (1) bound original and nine (9) copies.

Request for Qualifications (RFQ) General Instructions:

1. Items listed on the checklist in this form and all other items required within this RFQ must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

RFQ – Professional Planning and Engineering Consultant Services
Town of Halfmoon – Town Clerk’s Office
Two Halfmoon Town Plaza, Halfmoon, New York 12065
2. No changes in or corrections will be allowed after the proposals are opened.
3. Proposals must contain an original, manual signature of an authorized representative of the company.
4. Submittals which are received after the closing date and time will be returned unopened to the submitting firm.
5. Firms responding to this RFQ are expected to examine the specifications, all general and special conditions of the RFQ prior to submission.
6. Responses to this RFQ are due no later than October 23, 2026, at 1:00 pm.

Scope of Work:

The Town of Halfmoon, New York invites qualified firms or individuals to submit their qualifications for consideration to provide Professional Planning and Engineering Consultant Services on an “ongoing services” basis. The Town will award the contract for work to be performed on an “as needed” basis for the various disciplines required. The selected firm shall negotiate and execute a general services contract with the town. All work orders assigned shall be done so using addendums to the general services contract. The quantity of work will vary through the contract term.

The selected firm shall provide a broad range of professional planning and engineering services which shall include but not be limited to:

- Engineering design services, including stormwater facilities.
- Planning Board Project Review of both Site Plans and Subdivisions.
- GEIS analysis for applicability based on Planning Board Projects submitted for review.
- Master Planning.
- Transportation planning and engineering services.
- Growth management and concurrency.
- Local government comprehensive planning.
- Zoning, overlay districts and sector planning.
- Land Development regulations.
- Bicycle and pedestrian planning.
- Water resource planning.
- Environmental analysis.
- Development review services, including DRI/Traffic study reviews.
- Geographic Information Systems (GIS) Services.
- Grant development.
- Landscape Architecture.
- Economic Development studies.
- Land Use Planning.
- Stormwater Technical Review and Certification.
- SEQR Technical Assistance.

The Town Board will consider the qualifications of each firm with regard to the services required by the Town, and so may choose one firm according to which firm best fits the needs and interests of the Town. The selected firm will serve as the Town’s general engineering services consultant for a one (1) year term with an option for a one (1) year term extension if authorized by the Town Board.

Qualifications:

Statement of qualification letters should be submitted in the following format and should not exceed ten (10) pages in length, excluding covers, table of contents, dividers, required forms, resumes, certifications and affiliations, references and insurance documentation.

- Company/Firm Overview: Include the location of the office primarily responsible for serving the Town of Halfmoon. Firms must have provided consulting planning and engineering services within the State of New York for a minimum of three (3) continuous years for the period immediately preceding the date of this request. Firm capabilities should include the disciplines listed above in the Scope of Work.
- Familiarity with Local Conditions: Include a description of the firm's understanding of the specific needs of Halfmoon and/or growing communities in Upstate New York.
- Certifications and Affiliations: State the professional licensure, certification and affiliations of the firm and the project team.
- Management and Project Staff: Provide an organizational chart for the project team. Identify who will serve as Project Manager and describe applicable experience and any qualifications for key project team members. Include resumes of key project team members.
- Previous Experience: Provide a description of relevant experience working for local government clients, including specific projects and assignments. Identify whether the project or assignment was completed on time and within budget. Please include any experience in the area of Planning Board review, GEIS study and implementation of the Statement of Findings, transportation planning and concurrency management; comprehensive planning; grant procurement and management; engineering.
- References: Include a minimum of three (3) client references from county and municipal governments, rural areas a plus, for which you have performed similar services. Please include a client contact name, address and phone number. Also include the number of years of experience performing services for each reference and the present contract status.
- Availability and assurance of prompt service: Describe the availability of key project team members.
- Compensation: Outline of hourly rates per professional staff positions for the key project team. Understand that fees for Planning Board review work are held in escrow by the Town for developers and paid to the Planning Board's consulting engineer.

Evaluation Criteria & Section Process:

1. The proposals submitted in response to this request will be evaluated by a selection committee.
2. The selection of a firm and the ultimate execution of a contract, while anticipated, are not guaranteed by the Town. The Town reserves the right to determine which proposal is in the Town's best interest and award the contract on that basis, to reject any and all proposals, waive any irregularities of any proposal, negotiate with any potential offeror (after proposals are opened) if such is deemed in the best interest of the Town.
3. The selection committee will evaluate the proposals that are responsive to the requirements of this RFQ using the following criteria listed in order of importance:
 - a. Qualification of the Firm/Company (including key personnel) - 35%.
 - b. Ability to perform services on time and deliver a product within a budget - 25%.
 - c. Familiarity with local conditions and past experience with the Town Planning Board - 20%.
 - d. Cost schedule - 20%.
4. All proposals will be reviewed and ranked according to competence and qualifications, and offerors may be selected for interviews or oral presentations as may be necessary. The Town makes no commitment to any respondent to this RFQ beyond consideration of the written response to this RFQ.
5. The preceding criteria will be used to evaluate proposal responses and select the successful offeror. The selection/evaluation committee reserves the right to expand these criteria to include any other pertinent requirements as necessary or as directed by the Town Board.
6. The proposals deemed best by the selection/evaluation committee shall be presented to the Town Board, who shall either accept or deny the recommendation of the selection/evaluation committee as presented.
7. The Town Board, or its designee, shall negotiate a contract with one of the proposers in accordance with Town of Halfmoon policies and procedures and New York State Statutes.

Response Deadline:

Responses to this RFQ must be submitted no later than October 23, 2026. One (1) bound original and nine (9) copies shall be submitted deemed a complete submittal.

RFQ Information:

Questions pertaining to RFQ procedures should be addressed **in writing** to Lyn Murphy, Town Attorney, Two Halfmoon Town Plaza, Halfmoon, New York 12065.