THE CITY OF NEWBURGH INDUSTRIAL DEVELOPMENT AGENCY
REQUEST FOR PROPOSALS
FOR PROFESSIONAL ENGINEERING SERVICES

The mission of the City of Newburgh Industrial Development Agency is to encourage and invest in economic development in the City of Newburgh by providing financial assistance to qualified companies that will create and/or retain high-paying jobs for the benefit of City of Newburgh residents.

Purpose of RFP:

The City of Newburgh Industrial Development Agency (IDA) is issuing this Request for Proposals (RFP) from qualified firms to provide professional engineering services and generate an engineering report for the IDA's property located at 145 Broadway, Tax Map No. 36.-3-1.2, City of Newburgh, Orange County, New York (the "Property"), which is used for office purposes.

Scope of Requested Services:

The Scope of Services for this includes the following:

1) Conduct at least one (1) site visit to the Property;

2) Provide a detailed report to the IDA describing the overall condition of the Property including any structural issues with the Property and the necessary actions, including estimated costs, to stabilize or repair the Property; and

3) Availability to meet with the IDA Board of Directors at its monthly meeting, if needed, to address the evaluation report.

Compensation:

Compensation will be defined in a contract which will be entered into between the IDA and the firm.

Proposal Requirements:

The firm should demonstrate in its proposal, its experience and qualifications in performing all aspects of the scope of work and shall include project names, addresses and contact information of at least 3 references.

The firm should list in its proposal the staff of the firm that would represent the Agency as well as their individual qualifications. In addition, the proposal submitted should include a description of the size and organization of the firm and the location of the office from which personnel will be assigned to the IDA.

The proposal must include the insurance coverage(s) maintained by the firm for professional liability insurance, workers compensation and employer liability insurance.

Selection of Consultant:

The IDA Board of Directors, in its consideration of the firm to be retained, shall consider the qualifications of the firm, the cost of services and information obtained from its references.

Cost Schedule:

A complete fee schedule describing compensation rates of the various staff members to be assigned and their organizational position should be attached to the proposal for consideration by the IDA.

Due Date and Miscellaneous:

The issuance of this RFP constitutes an invitation to present proposals only. The IDA reserves the right at its sole discretion to seek additional information or clarification on any proposal, to negotiate compensation with any respondent once selected, score the responses in its sole discretion and to reject any and all proposals with or without cause. Under no circumstances will the IDA have any liability to any respondents for any costs or expenses incurred in connection with this RFP or any response thereto. The IDA will respect the confidential nature of the proposals and will restrict their distribution to the IDA staff and its Board of Directors. The IDA, reserves the right to reject any and all proposals, waive any irregularities, and modify or cancel this RFP at any time.

Proposals should be submitted in sealed envelopes marked "Proposal for Professional Engineering Services" on or before 2pm on January 30, 2025 and addressed to the City of Newburgh Industrial Development Agency Board of Directors c/o Cherisse Vickers, Executive Director, 83 Broadway, Newburgh, NY 12550. Contact Number: 845-2569-7369.

Approved contact for this RFP:	Cherisse Vickers, Executive Director
	83 Broadway
	Newburgh, NY 12550
	Contact Number: 845-569-7369
	Email: IDADirector@cityofnewburgh-ny.gov
MWBE Goal for this Procurement:	15% Woman Owned Business; 15% Minority Owned Business; 2% Service Disabled Veteran Owned Business

Dated: Newburgh, New York
        December 18, 2024