

# Village of Malone

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**343 West Main St. - Malone, NY 12953**  
**Phone: 518-483-4570 ~ Fax: 518-481-6737**

## REQUEST FOR QUALIFICATIONS – PROFESSIONAL ARCHITECT/ENGINEER

### Notice to Architect/Engineers “Village of Malone – Soldiers’ Monument & Memorial Park”

The Village of Malone is seeking statements of qualifications from experienced professional Architects/Engineers to provide professional services associated with the “Renovations of the Soldiers Monument & Memorial Park Project” within the Village of Malone.

Formal written qualifications shall be submitted to Rebahka Scaccia, Village of Malone, 343 West Main Street, Malone, NY 12953, on or before April 8, 2022 at 2:00PM. One original of the qualifications statement shall be submitted and clearly marked “RFQ – Soldiers’ Monument & Memorial Park”. If the qualifications statement is to be delivered by mail, provide adequate time for delivery.

Copies of the RFQ may be obtained by writing to Rebahka Scaccia, Village of Malone, 343 West Main Street, Malone, NY, 12953 or by calling 518-483-4570.

The Village of Malone is an equal opportunity employer. Women and Minority Business Enterprises are particularly encouraged to submit qualifications statements.

Dated: March 5, 2022  
Rebahka Scaccia  
Village Clerk

# REQUEST FOR QUALIFICATIONS – PROFESSIONAL ARCHITECT/ENGINEER

## Section 1 - Purpose

This Request for Qualifications (RFQ) is issued for the purpose of soliciting qualifications from professional Architect/Engineering firms in connection with a Village of Malone (the “Village”) Soldiers’ Monument & Memorial Park (the “Project”). It is expected that the submission of qualifications will result in the negotiation of a professional services contract with the Village for assistance and guidance on the renovations of the existing Soldiers’ Monument & Memorial Park, including the design and construction of a reflection pool and the running of electric and water to the site.

## Section 2 - Qualifications

The proposer shall provide information on the general, professional qualifications of the Architect/Engineering firm, and those principals/employees who would be assigned to work on the Project. Please provide name, short background history, and rate of pay for each principal/employee to be involved with the Project as part of your response.

The proposer shall provide information on similar projects the Architect/Engineering firm has undertaken in the past to include a list of communities where similar projects have been completed along with contact information for each community for reference purposes.

## Section 3 – Scope of Services

Assist and guide the Village in designing and implementing the processes needed for the renovation of the park, including the designing and construction of a reflection pool and the running of electric and water to the park.

## Section 4 – Submission

An original of the qualifications statement shall be submitted to and received by Rebahka Scaccia, Village of Malone, 343 West Main Street, Malone, NY 12953. Proposals must be received on or before 2:00PM on April 8, 2022, as set forth below. No proposals will be accepted after this time.

## Section 5 – Evaluation

The Village reserves the right to reject any and all proposals submitted, to waive any and all informalities and to disregard any and all non-conforming, non-responsive or conditional submissions, or non-material requirements set forth herein.

Submissions shall be valid for at least thirty (30) days from April 8, 2022, or such longer time as is needed to permit a thorough evaluation of the proposals, negotiations with proposers and execution of a contract.

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### Section 6 – Award of Contract

The Award of the contract will be based upon the evaluation of the submissions and successful negotiation of a fee structure. The Award will be made at a board meeting by Board approval.

The issues upon which the Village anticipates negotiations after evaluation of the proposal will include fees, contract term and final scope of services.

The final contract will include, but not be limited to, this RFQ, and addendums issued hereto, the proposal/qualifications statement submitted, insurance certificates, fee proposal and exhibits.

### Section 7 – Miscellaneous Information

#### A. Revisions

If it becomes necessary to revise any part of the RFQ, the revisions will be circulated to all those who received the original document. The Village reserves the right to modify any technical and submission requirements associated with this RFQ.

#### B. Limitation on Liability

The Village of Malone, its agents and/or representatives, and the funding source assume no responsibility and no liability for costs incurred by proposers responding to this RFQ or in responding to any further requests, or additional information prior to issuance of a contract.

#### C. Rejection of Submittals

The Village of Malone reserves the right to reject any or all submittals if it is in the best interests of the Village to do so.