

**REQUEST FOR PROPOSALS**  
*For Engineering Services*  
in the  
**Town of Warrensburg, New York**

**Administered by**  
Flatley Read, Inc.  
518-577-5681  
[grants@flatleyread.com](mailto:grants@flatleyread.com)

***Responses are due by email May 1, 2026 at 4:00PM***

## REQUEST FOR QUALIFICATION

The Town of Warrensburg 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 1–2-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.

## 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 Town of Warrensburg Code Enforcement Department.

*Additional Details:* The current housing grants are working to rehab several homes in the Town of Warrensburg. The homes are single-family, owner-occupied. Currently, one home require engineer services, but there may be more within the next two years that require engineer services under this RFQ.

## PROPOSAL SUBMISSION

Proposals must be received by **May 1, 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
5. Timetable for delivery of services

Please keep proposals brief and submit only via email to Flatley Read, Inc. at [grants@flatleyread.com](mailto:grants@flatleyread.com).

The Town of Warrensburg 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 Warrensburg 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](mailto:grants@flatleyread.com).

## **QUESTIONS**

Any questions regarding this proposal should be addressed via email to: Michelle DeGarmo at [grants@flatleyread.com](mailto:grants@flatleyread.com). All questions must be received by April 24, 2026. All responses to questions received by April 24, 2026 will be posted by April 28, 2026.