



**CITY OF WATERVLIET, NY
REQUEST FOR QUALIFICATION
RFQ**

Architectural/ Engineering Services

**Park Renovation Project
Restroom and Park Improvements**

MAYOR CHARLES V. PATRICELLI

Councilman Christopher Daus Councilman Anthony Ferrindino

General Manager Melissa Cherubino

*City of Watervliet, City Hall, 2 Fifteenth St., Watervliet, NY 12189
PH: 518-270-3800*

PROJECT DESCRIPTION AND PRELIMINARY SCOPE OF WORK

The City of Watervliet is soliciting proposals from qualified architectural or engineering firms for assistance with the following.

Project Description

The City of Watervliet has been awarded a NYS Municipal Parks and Recreation Grant for improvements and renovations of the Watervliet Veteran Memorial Recreational Facility (the DOME) located at 1300 2nd Avenue, Watervliet, NY 12189. The renovation project funded by the grant includes final design of new restroom facilities that are following ADA regulations and construction. The project also will include improvements and renovations to public access areas of the facility as provided in the grant program.

Proposed Schedule/Completion Date

The design work and bid specification development work will be required to begin upon award of a contract on or about March 1, 2026. Construction services and support will be based on project implementation schedule.

Scope of Work

Services include, but not be limited to:

- Review and evaluation of the preliminary design
- Working with the General Manager in developing final scope of work and designs
- Assist the city in the development of the budget.
- Assist the city in designating the schedule and timeline.
- Preparation of bid documents and plans and specifications for public bid
- Manage construction compliance with state and federal regulations.
- Assist with construction administration and program delivery.
- Provide final reporting and assist with reimbursement process if necessary.

Submittal Content

The proposal must provide the following.

- **Experience specific to this Type of Project:** Briefly describe your or your firm's experience with Federal, State and municipally sponsored programs as outlined in this RFQ. List similar projects. List of clients for whom you have performed similar work in the past five years.
- **Personnel:** **Provide** a professional resume for the key person or persons proposed to be assigned to the project/s.
- **MWBE/SDVOB:** **Provide** information regarding your firm's compliance, experience and affiliation with equal opportunity and affirmative action policies.
- **About the Firm:** **Provide** an overview of your firm, office locations and information on the full pallet of services provided to municipalities and work in the public sector
- **Cost :** Provide an overview of costs for professional services

Additional Information

Additional information and questions regarding the project please contact:

Melissa Cherubino, General Manager
City Hall, Room 6
2 Fifteenth St.
Watervliet, NY 12189
PH: 518-270-3800 Ext 100
Email: mcherubino@watervlietny.gov

Submittal Deadline

Proposals will be accepted until 10:00 AM on February 23, 2026, at the Office of the General Manager.

Provide three copies of your proposals in a sealed envelope labeled "PROPOSAL FOR PROFESSIONAL SERVICES WATERVLIET VETERANS PARK – DOME RENOVATIONS "

Also, provide an electronic copy of your proposal.

Mail or hand delivery the proposal to
Watervliet General Manager's Office
Room 6, City Hall, 2-Fifteenth St.
Watervliet, NY 12189

Selection Process

A selection committee will assist with evaluations and make recommendations to the City of Watervliet who will make the final selection. The City of Watervliet will negotiate a contract, a detailed scope of work, hourly fee schedule, etc. with the preferred firm.

The City of Watervliet expects to evaluate proposals and usually provides notification within 7 days of receipt of proposals. If interviews are held, they will be scheduled as soon as possible after bid date.

Watervliet Procurement Policy Compliance

RFQ and RFP procurement by the City of Watervliet is governed by the Watervliet Procurement Policy and the NYS General Municipal Law Section 103 and Section 104.