

**TOWN ENGINEER SERVICES FOR FY2026  
REQUEST FOR PROPOSALS  
Town of Windsor, New York**

**NOTICE IS HEREBY GIVEN** that proposals are sought and requested by the Town of Windsor to provide comprehensive Town Engineer Services for the Town for FY2026. Proposals will be received by the Town Clerk electronically until 3:00 p.m. (local time) on April 1, 2026, for “Town Engineer Services FY2026.”

The Request for Proposal is available from the Town Clerk at Town Hall, 124 Main St, Windsor, NY 13865 by contacting [windsortc1@ptd.net](mailto:windsortc1@ptd.net) the Clerk may also be reached at 607-655-2023. Questions are to be directed in writing to the Town Clerk at the above email, and all questions must be received by March 25, 2026.

All proposals shall be subject to the provisions of the General Municipal Law of the State of New York, as amended, and the Town Board reserves the right to accept a proposal that it considers to be in the best interest of the Town of Windsor.

BY ORDER OF THE TOWN BOARD  
TOWN OF WINDSOR, NEW YORK  
Elizabeth Pfister, TOWN CLERK  
DATE: March 1, 2026

**REQUEST FOR PROPOSALS  
TOWN ENGINEER SERVICES  
FY2026**

Town of Windsor  
124 Main St, Windsor, NY 13865

RFP Release Date: March 1, 2026  
Proposal Response Date: April 1, 2026

**Town of Windsor, NY**  
**Request for Proposals (RFP) for Town Engineer Services for FY2026**

**Issue Date:** March 1, 2026  
**Proposal Due Date:** April 1, 2026, at 3:00 p.m.  
**Contact Information:** Town Clerk, Elizabeth Pfister  
[windsortc1@ptd.net](mailto:windsortc1@ptd.net)  
607-655-2023

## **1. Introduction**

The Town of Windsor is seeking proposals from qualified engineering firms to perform the duties of Engineer for the Town for the remainder of FY2026 (May 1, 2026 – December 31, 2026). Work is performed in both indoor and outdoor work environments with the potential for exposure to extreme weather conditions, moving vehicles, and equipment.

This Request for Proposals is intended to establish an on-call, as-needed professional engineering services relationship. The Town does not guarantee any minimum amount of work, hours, or compensation under this RFP.

Proposals should separately list fees for general services and any specialized services.

Historically, the Town has designated engineering services listed in part two below under professional services without contract. The Town seeks a contracted Engineer with a designated fee structure and scope of work to provide transparency, fiscal control, and cost predictability while preserving the Town's discretion to assign work only as needed.

Services shall be performed only upon request or authorization by the Town. The Town retains sole discretion as to whether and when services are assigned.

The Town reserves the right to accept or reject any proposal as determined to be in its best interest, to adjust due dates as necessary, and to approve or reject any personnel assigned to this engagement by the successful proposer.

## **2. Scope of Services**

**Services described herein represent a menu of potential professional engineering services that may be requested by the Town. Inclusion of a service in this RFP does not obligate the Town to request or utilize that service. All work shall be performed on an as-needed basis and subject to Town authorization.**

### **A. Primary Duties and Responsibilities:**

Below is provided a general description of the primary duties and responsibilities.

- Perform engineering duties in planning, reviewing designs performed by others for the Town of Windsor, assisting with the oversight of construction and maintenance of building

structures, and facilities, such as roads, bridges, channels, dams, drainage projects, pipelines, water and sewage systems, and other Town facilities.

- Prepare and present project budgets for the various departments for capital expenses.
- Develop capital project reports, budgets, estimate quantities and cost of materials, equipment, or labor to determine project feasibility.
- Prepare RFP's for capital projects, assist with preparation of bid documents and the Town Council award.
- Discusses timelines and project specifications with department head and supervisors.
- Perform construction oversight; processes contractor and engineering payment requests for the Capital Improvement Program.
- Participate in the creation of development agreements representing the Town with developers, agents and Contractors.
- Develop proposals for new capital improvement projects, grant applications and administration.
- Maintain the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Support the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promoting the Town's goals and priorities in compliance with all policies and procedures.
- Work closely with clients and approval agencies.
- Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects.
- Provide technical advice regarding design, construction, or program modifications and structural repairs to Town facilities and infrastructure.
- Prepare or present public reports on topics such as bid proposals, deeds, environmental impact statements, or property and right-of-way descriptions.
- Review studies of traffic patterns or environmental conditions to identify engineering problems and assess potential project impact.
- Obtaining Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Evaluating Information to Determine Compliance with Standards - Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Develop and maintain effective working relationships with Town staff, vendors, contractors, consultants, Town Council, Town Planning Board, public groups/bodies, other public jurisdictions and the general public.
- Read and interpret plans, technical manuals and related sources.
- Plan, implement and evaluate various department programs and services as it relates to engineering.

**B. Other General Responsibilities:**

- Pursuit of easements including writing (describing and sketching) and coordinating with property owners to obtain the necessary easement signatures; assist Town Attorney with documents for filing at the county.

- CRS Program Assistance. Aid Code Office in maintaining the necessary annual logs of any projects within the FEMA flood zones, and assist with annual reporting, and any program recertification needs (including documents, mapping, etc.)
- MS4 Program Needs – Small portion of West Windsor
  - a. Attend Meetings per above.
  - b. Assist in training Town Departments per MS4 program criteria.
  - c. Complete all required program reporting quarterly, annually, etc.
  - d. Assist ST8 and Town with stormwater mapping review and updating data on maps (public facilities data, outfall data).
  - e. Maintain and update the Stormwater Management Plan (SWMP) as required by the MS4 permit.
  - f. Complete and file any MS4 SPDES Permit paperwork (renewals, updates, etc.).
  - g. Assist Stormwater Officer with SPDES permitted project sites for construction (see reimbursable below).
    - i. Review project SWPPP and complete the MS4 SWPPP Acceptance form,
    - ii. Site visit for project site preconstruction meeting,
    - iii. Complete site inspections as needed/requested by Stormwater Officer,
    - iv. Review of construction duration inspections provided by developer,
    - v. Complete project termination inspection when complete and review developer's Notice of Termination for Stormwater Officer to sign.
  - h. Assist Code Enforcement Office and Stormwater Officer with any MS4/SPDES site violations (site visit/inspection, reporting, review notice of violation/stop work order).
  - i. Review and track Southern Tier 8 budget and invoicing for their program assistance. Update the Town Board annually on this at budget time.
- Assist flood plain manager with review of any *Permit Application for Development in Flood Hazard Areas*, including assistance with review of FEMA Flood Insurance Rate Maps (FIRM), Floodway Maps, Flood Insurance Study (FIS) information, and any other FEMA documentation (ex. LOMA, LOMR, LOMF, etc.) relative to any project within the designated FEMA flood zones in the Town. Assist with initial determination of the Base Flood Elevation associated with a project to compare to an applicant's data provide by themselves, their design professional, or their professional land surveyor. Confirmed ability to work with vertical datum conversion between the various datums FEMA utilizes. Must be knowledgeable of the Preliminary FIRMs for the area of the Town.
- RFPs/RFQs for building needs, site needs, consultant procurement, site surveys, etc. Include writing RFP/RFQ, preparing advertisement and coordinating with Town Clerk for publishing, preparing advertisement with Builders Exchange and NYS Contract Report (if necessary for funding), provide list of plan holders and bid documents for Town Clerk to utilize, conduct pre-bid meetings and site visits, conduct bid opening with Town Clerk and Department Head and provide Bid Tabulation spreadsheet to be used, canvass bids and make Engineer's recommendation for award via letter (this may include utilizing a scoring matrix, interviews, and a review team depending on project).
- Special Calls from Highway & Sewer anytime between 6:30 a.m. and 10:00 p.m..
- Assist Highway Superintendent and interface with NYSDOT on various road projects

- Resident calls (i.e. Storm Drainage problems).
- Coordinate with NYSDEC, ACOE, and any other permitting entities related to Town permits requested to aid in expediting permits.
- Storm Drainage Investigations, including reports and field surveys.
- Develop miscellaneous storm drainage sketches.
- Meetings with residents to resolve problems--complaint reports.
- Review of Broome County Highway Maps, NYSDOT Bridge reports Coordination with Water Department, Highway Department, Town clerk and Town Attorney.
- Assist Departments with grant pursuit support and grant administration after award (excludes complete grant application writing, see reimbursable below).
- Assist departments with attendance at minor project meetings (e.g., generator project, sewer improvement project, roofing project). Large projects--see reimbursable herein.
- Plan, implement and evaluate various department programs and services as it relates to engineering.

### **C. Responsibilities to Municipal Boards:**

- Planning Board
  1. Case Reviews & Planning Board Applications Reviews, with letter from Engineer for the Town, including:
    - a. Site Plans
    - b. Special Permits
    - c. Subdivisions
    - d. Advisory Reviews
      - i. Zoning Change applications made to Town Board
      - ii. Variance request applications made to Zoning Board of Appeals
      - iii. Code Interpretation Requests (ex. Use, Definition, etc.)
  2. Assist Ordinance Department with ordinance and code book updates as necessary.
  3. Attend Regular Planning Board Meetings as needed and any Special Planning Board Meetings at irregular dates. Special Planning Board Meetings are billed as extra out of annual scope services.
- Zoning Board of Appeals
  1. Case Reviews via Planning Board (above)
  2. Meeting Attendance is NOT required.
- Engineering review services associated with Planning Board, Zoning Board of Appeals, or development applications that are subject to applicant-funded escrow or review fees shall be billed against such escrow accounts and shall not be treated as Town-funded services.
- Town Board
  1. Attend Town Board meetings as required.

- a. Town Board meetings are tentatively scheduled for every second Wednesday of the year, unless otherwise requested by Town Board. Additional meetings are billed as extra out of scope services.
  - b. Provide Engineering memorandums, letters, or reporting as necessary, including any attachments needed, to accompany engineering related agenda items and associated resolutions.
  - c. Assist Town Attorney with review of any resolutions pertaining to engineering involved items.
  - d. Provide monthly Engineering Report outlining general tasks completed within the month.
2. Meetings with Department of Health and Department of Environmental Conservation, as may be required under normal course of Town business. Special meetings relating to particular projects will be in accordance with the attached reimbursable section.
  3. Update and prepare Ongoing reviews of Zoning, Sanitary Sewer Regulations, Ordinance Department, Building Inspections, and Reports for Demolition, etc.
  4. Reports to Town Board of Special Meetings, as required, including attendance at the following on behalf of the Town
    - i. NYSDOT – any project specific or required local planning meetings
    - ii. BMTS Planning Committee
    - iii. Broome County Flood Task Force
    - iv. MS4 program meetings
      1. Any NYSDEC or EPA meetings as needed
    - v. Countywide Hazard mitigation Plan Committee (Broome County leads)
    - vi. FEMA, HMGP, and any other flood grant program meetings
    - vii. NCRS and Broome County Soil and Water Conservation District meetings (some years none)
    - viii. Annual NYS Consolidated Funding Application (CFA) Application Training Meetings and classes
  5. Ensure Town maps are updated. Furnish prints as requested, including all new revisions to zoning districts: Minor revisions and updates are in annual fee. Detailed updates may be subject to out-of-scope fee negotiation.
    - a. Zoning Map
    - b. Election District Map
    - c. Fire
    - d. Aquifer Protection Map
    - e. Sanitary Sewer District map
    - f. Area Speed Limit Zone Maps
    - g. Water Well and Tank Schematic Plans

**D. Reimbursable Services – Performed only after prior authorization by the Town and submission of a written fee letter or cost proposal acceptable to the Town.**

- Comprehensive Plan Update. Involvement to be discussed including fee.
- Large Capital project involvement (varies).

- Unsafe building inspections at the request of the Town Board via the Code Office, with intent provide legal support with written report when deeming a structure unsafe, or potentially ‘condemning’ for demolition proceedings.
- Detailed Mapping
  - a. Major Zoning Map changes and revision.
  - b. Addition of a new district with map and description
- Assist all departments and boards with complete grant application preparation. Preliminary reports for project planning (map, plan, and report with estimates and project of unit/user costs) for:
  - a. proposed new water districts
  - b. proposed new sanitary sewer districts
  - c. proposed major storm drainage projects requiring bonding
- Illicit Discharge program outfall monitoring and mapping per MS4 program.
- Legal Issues.
- SEQR EIS involvement and review.
- Subdivision reviews to include Planning Board review, construction inspections, approval and acceptance letters, and SEQR reviews, when review fees are established.
- Renewable energy and telecommunications project supplemental engineering review – Full EAF/EIS, preliminary design meeting subject to additional fee paid via applicant escrow.
- Major project site plan reviews which have had "review fees "established.
- Special Planning Board meetings.
- Special Town Board Meetings or meetings in excess of 12 per year.
- Zoning Board of Appeals meetings.
- Emergency design work including design, bid, permitting, construction observation, pay app review, project closeout.
- Travel and Expenses (for out-of-scope reimbursable items only; general scope items include this in base annual fee)
- Other items for reimbursement established between the Town Board and Engineer for review of capital work projects designed by other engineers, special projects, i.e. preliminary designs, SPDES preliminary applications audit and control reports, and similar type development work.
- When the project work has a dollar value exceeding that which requires competitive bidding, in accordance with the Municipal Laws of the State of New York, work required for the preparation of detailed plans, specifications and bidding documents.
- MS4 SWPPP and project reviews. Developer review fees are obtained from applicant’s and applied towards engineering fees established by letter and evaluation.

### **3. Term, Compensation, and Fiscal Controls**

The selected firm shall enter into a professional services agreement with the Town for the term stated herein. Compensation shall be based on the hourly fee schedule submitted in response to this RFP and accepted by the Town Board.

The Town does not establish a guaranteed contract amount. Town-funded services may be subject to an annual not-to-exceed amount established by the Town Board, which may be modified or waived by the Town Board at its discretion.

Nothing herein shall be construed as requiring the Town to utilize the selected firm exclusively or to assign any minimum level of work.

#### **4. Minimum Qualifications**

- Current License and Registration as a Professional Engineer in the State of New York.
- Bachelor's degree in civil engineering, 15 to 25 years of experience, including a minimum of ten (10) years of municipal engineering.
- Possession of a valid driver's license.
- Self-motivated leader with excellent verbal and written communication skills.
- Excellent organizational skills.
- Dedicated team member.
- Knowledge of the principles and practices of civil engineering and project management.
- Knowledge of the principles and practices of administrative management.
- Knowledge of the principles and practices of road construction, maintenance, and repair.
- Knowledge of the principles and practices of water, sanitary sewer, and stormwater system design, construction, maintenance, and repair.
- Knowledge of the topography and political boundaries of the Town of Windsor.
- Knowledge of the road and utility systems of the Town of Windsor.
- Knowledge of Municipal codes and how to read/utilize.
- Understanding of how to read legal documents including deeds and easements and associated maps.
- Understanding of various grant programs and how to assist with grant applications and administration.
- Understanding and ability to read FEMA flood documents including Floodway Maps, FIRMs, and Flood Insurance Studies.
- Knowledge and ability to conduct mapping within a GIS format (Civil3D, MicroStation/Inroads, ArcGIS).
- Uses applications of personal computers and various engineering and office documentation and software applications to complete the necessary tasks efficiently.
- Refer to Insurance requirements attached.

#### **5. Proposal Requirements**

Proposals should include the following documents and information:

- Cover letter with the firm's name, address, phone number and contact person's name, address, email and phone number, along with a business profile of the firm and confirmation that the proposal is valid for sixty days after receipt.
- Firm's qualifications and experience in providing engineering services to municipal entities.
- General liability and professional liability coverage limits.

- Resumes of the staff who will be assigned to the Town.
- A detailed hourly fee structure, including hourly rates for all engineers and support staff, and any alternative fee arrangements.
- Contact references for other municipal clients.
- A statement of the firm's commitment to maintaining confidentiality and adhering to ethical standards.

## **6. Submission Instructions**

Proposals are due by April 1, 2026, at 3:00 p.m. to the Town Clerk at 124 Main St, Windsor, NY 13865. Proposals will be accepted electronically if sent to [windsortc1@ptd.net](mailto:windsortc1@ptd.net) prior to the submission deadline.

Any questions should be submitted to the Town Clerk via email at [windsortc1@ptd.net](mailto:windsortc1@ptd.net) by March 25, 2026. Responses to all inquiries will be shared with respondents by March 31, 2026.

## **7. Interview/Evaluation Criteria/Award**

Interviews may be held with selected firms by the evaluation committee after the proposal submission and prior to final selection. If interviews are held, they will be held at the Town of Windsor Town Hall offices and will allow for a brief presentation by the firm and an opportunity to respond to questions on their submitted proposal.

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and assigned staff.
- Understanding of the Town's engineering needs and proposed approach to providing services.
- Fee structure and cost-effectiveness.
- References and past performance with other municipal clients.
- Compliance with insurance requirements.

The Town anticipates awarding contracts for services at its regular meeting on May 13, 2026. The selected firm must complete the attached “Insurance Agreement – Professional Consultants” and provide evidence of insurance coverage as listed in Appendix A.

## **8. Contact Information**

For any questions or further information, please contact Elizabeth Pfister, Town Clerk, at 607-655-2023 or [windsortc1@ptd.net](mailto:windsortc1@ptd.net)

**APPENDIX A**  
**TOWN OF WINDSOR PROFESSIONAL CONSULANT**  
**INSURANCE AGREEMENT**

**INSURANCE AGREEMENT - PROFESSIONAL CONSULTANTS  
BETWEEN THE TOWN OF WINDSOR AND**

Agreement made this \_\_\_\_ day of \_\_\_\_, 202\_\_, by and between the Town Board of the Town of Windsor, NY, a municipal corporation with its principal offices at 124 Main St, Windsor, NY 13865 (hereinafter the "Municipality") and \_\_\_\_\_ with its principal offices at \_\_\_\_\_ (hereinafter "Consultant"), upon the following terms and conditions:

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the Municipality as an additional insured on the consultant's insurance policies, with the exception of workers' compensation, N.Y. State Disability and professional liability insurance. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract
2. The policy naming the Municipality as an additional insured shall:
  - a. Purchase an insurance policy from an A.M. Best rated "Secure" insurer, licensed in New York State. A New York State licensed insurer is preferred. The decision to accept specific insurers lies exclusively with the Municipality.
  - b. State that the organization's coverage shall be primary and non-contributory coverage for the Municipality, its Board, employees and volunteers.
  - c. The Municipality shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.
3. The certificate of insurance must describe the specific services provided by the contractor (e.g., auditing, information technology consulting) that are covered by the commercial general liability policy and the umbrella policy.
4. At the Municipality's request, the contractor shall provide a copy of the declaration page of the liability policies with a list of endorsements and forms. If so requested, the contractor will provide a copy of the policy endorsements and forms.
5. The consultant agrees to indemnify the Municipality for any applicable deductibles and self-insured retentions.
6. Required Insurance:
  - a. **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
  - b. **Workers' Compensation and N.Y.S. Disability**  
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A self-employed person and certain partners and corporate officers are excluded from the definition of "employee"

pursuant to Workers' Compensation Law Section 2 (4). As such, individuals in such capacity are excluded from Workers' Compensation Law coverage requirements. A person seeking an exemption must file a CE-200 form with the state. The form may be completed and submitted online:

[http://www.wcb.state.ny.us/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.state.ny.us/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)

**d. Professional Errors and Omissions Insurance**

\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the Municipality. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

**e. Excess Insurance**

\$ \_\_\_\_\_ each occurrence and aggregate. Excess coverage shall be on a follow-form basis.

7. Consultant acknowledges that failure to obtain such insurance on behalf of the Municipality constitutes a material breach of contract. The consultant is to provide the Municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the Municipality to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the Municipality.
8. The consultant acknowledges that the procurement of such insurance as required herein is intended to benefit not only the Municipality but also the Municipality's insurer.

Accepted by:

\_\_\_\_\_

**Town of Windsor**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_