

Notice to Bidders

Request for Proposals Engineering Services for Scotts Corners in Pound Ridge, New York September 17, 2018

The Town of Pound Ridge seeks proposals for engineering services to develop a long-term water supply and wastewater treatment and disposal solution for the Hamlet of Scotts Corners in the Town of Pound Ridge, Westchester County, New York. The Request for Proposal can be downloaded from the Town of Pound Ridge website: www.TownofPoundRidge.com.

Intent to Apply:

Interested Bidders are required to send an email stating their intent to apply along with their full contact information to Deputy Supervisor Ali Boak, deputysupervisor@townofpoundridge.com. Only applicants who submit an “Intent to Apply” e-mail will receive RFP updates, amendments or supplemental information. An “Intent to Apply” does not obligate one to submit a response.

Questions and Requests for Additional Information:

All questions and requests for additional information concerning this Request for Proposal (RFP) should be submitted in writing to Ali Boak, the Authorized Town of Pound Ridge Contact Person at E-Mail Address: deputysupervisor@townofpoundridge.com. Latest time to submit questions regarding this RFP will be the close of business October 4, 2018. Responses to questions will be published on the Town’s website and emailed to interested bidders by October 11, 2018.

Pre-proposal Meeting:

A pre-proposal meeting will be held at 4:00 PM on September 26, 2018 at the Pound Ridge Town House, 179 Westchester Avenue, Pound Ridge, New York 10576. Attendance is not mandatory but is strongly encouraged. The Task Force members will explain the project and take questions. The questions will be orally answered, however only formally written answers will be considered a part of the RFP. Response to questions should be available by October 11th.

Proposal Due Date and Time and Location:

Date: October 24, 2018

Time: 4:00 P.M.

Location: Proposal shall be submitted in both hard copy (12 copies) and electronically by the due date and time.

- 1) Twelve (12) hard copies to: Town of Pound Ridge

Town Clerk: Joanne Pace
179 Westchester Avenue
Pound Ridge, New York 10576

2) Electronic Copy to: Ali Boak
deputysupervisor@townofpoundridge.com
Subject line should read-Name of Applicant-WWW Services.

No Bidder may withdraw their proposal within forty-five (45) calendar days after the bid deadline.

Bidders are required to submit completed forms including but not limited to; New York State Vendor Responsibility Questionnaire For Profit Construction (CCA-2) for prime and all subcontractors (the CCA-2 must be submitted online), Non-Collusive Bidding & Disbarment Certification, and Disclosure of Lobbying Activities.

Bidder shall promptly notify contact of any errors, omissions, conflicts, ambiguity, etc. in/among contract documents.

Owner reserves the right to reject any or all Bids, to waive any minor informalities and the right to disregard all nonconforming, non-responsive or Conditional Bids, as best serves the interest of the Town of Pound Ridge.