

Legal Notice
Town of Hancock, Delaware County, NY
Request For Proposals – Administrative Services
East Branch Water System Improvements Project

The Town of Hancock is requesting proposals for Administrative Services for Office of Community Renewal (OCR) Small Cities CDBG project #505PW52-17. Responses to this request will be accepted until 2:00 P.M., March 6, 2018 at the Office of the Town Clerk, 661 West Main Street, Hancock, NY 13783. Please mark on the outside of the envelope, “Response to Administrative Services RFP - East Branch Water System Improvements”. Respondents are required submit one (1) original and six (6) copies of their proposals.

This project involves installing a new water well, treatment building and connection of the well to the existing water distribution system piping in the Hamlet of East Branch. The project budget is \$595,000 including construction, engineering and administrative costs.

The Town intends to select an administrative services consultant at its March 6, 2018 meeting and proceed immediately with contract execution, project design and implementation. All work is scheduled to be completed by December 2019. The Town is seeking administrative services to prepare the Environmental Review Record, establish and maintain project files, oversee procurement of professional services, coordinate as necessary with the Town’s project engineer and Office of Community Renewal, assist with the bidding process, maintain labor standards records, ensure compliance with fair housing and equal opportunity requirements, prepare payment requests, prepare required reports, ensure compliance with citizen participation requirements and prepare closeout documents. The CDBG project application, engineering report and program schedule are available at available at the Office of the Town Clerk, 661 West Main Street, Hancock, NY 13783, between the hours of 9:00 AM and 4:00 PM, Monday through Friday

Proposals shall include, and will be evaluated based upon, the following items/criteria and numerical point values:

-successful provision of administrative services for similar projects	40 points
-ability to provide comprehensive scope of services	30 points
-availability of services as per program schedule	15 points
-cost of services	15 points
Total	100 points

The Town of Hancock reserves the right to reject any and all proposals submitted. All costs related to preparation of the proposal response shall be borne by the proposer. Minority and women business enterprises (MBE and WBE) and Section 3 business concerns are encouraged to respond.

Ann Green
Town Clerk
Town of Hancock