

## GENERAL INFORMATION

### ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS

January 8, 2019

From time to time the Town of Hempstead ("Town") acting through its Department of Parks and Recreation ("Department") deems it appropriate to obtain the professional services of an Architectural/Engineering and Surveying firm for the purpose of providing consulting services and/or preparing the necessary surveys, preliminary plans, contract plans, specifications and perform such other services pertinent to various park improvements as directed.

The purpose of the Request for Qualifications ("RFQ") is to obtain statements of qualifications ("Responses") from entities with expertise in Engineering/Consulting Services. The Responses will be used to identify and establish a panel of service providers who are deemed qualified to provide services projected to be required by the Town. Placement on the panel does not constitute any representation that the Town will assign work to any individual, firm or entity placed thereon. This RFQ is merely the means for prospective firms to submit their qualifications to be considered for inclusion in the Town's pool of qualified service providers.

Copies of the RFQ will be made available until 4pm on Thursday, **February 14<sup>th</sup>, 2019**, and may be obtained by mailing a written request and a \$50.00 non-refundable fee, made payable to the Town of Hempstead, accompanied by a pre-stamped, 9"x12" self-addressed envelope with postage in an amount not less than three dollars (\$3.00) to:

Town of Hempstead  
Department of Parks & Recreation  
200 North Franklin Street  
Hempstead, NY 11550-1390  
\*Attn: Filomena Messe Design & Construction

If in person, the Request for Qualifications may be picked up between 9:00AM and 4:00PM Monday through Friday, up until 4PM, on Thursday **February 14<sup>th</sup>, 2019**.

The Responses must be received no later than 11:00AM on Friday, **February 15<sup>th</sup>, 2019**, at the Town of Hempstead, Department of Parks & Recreation, Design & Construction, 200 North Franklin Street, Hempstead, NY 11550-1390, Attn: Filomena Messe-Request for Qualification.