

LEGAL NOTICE

**REQUEST FOR QUALIFICATIONS
GRANT ADMINISTRATION SERVICES
RIVERSIDE DRIVE & ASSOCIATED PUBLIC INFRASTRUCTURE
CONSTRUCTION PROJECT
LUDLOW MILLS, TOWN OF LUDLOW, MASSACHUSETTS**

The Town is seeking the services of a qualified "Grant Administrator", to provide day to day administrative, coordination and other duties related to the Project. These include but are not limited to: Working with the Town of Ludlow Select Board via the Town Administrator to conduct a selection process for a Consulting Project Engineering firm, "the Project Engineer"; Organizing and Coordinating acquisition of all Permitting by the Selected Design / Engineering Consultant; Directing the work of the Project Engineer to compile Construction Documents for review and Approvals by the Grant Funding Agencies; Assisting the Town Select Board in entering into a Contract for the Project Engineer and the Construction work; Providing Administrative and Organizational Support Services during the Construction process; Coordinating through the work of the Project Engineer compliance with reporting requirements for the project with state and federal funding agencies ensuring the Project Engineer provides submittals to meet all State and Federal Grant Reporting Requirements Terms and Conditions, Contractual Requirements and submittals as needed;

Complete directions, specifications and proposal packets are available from the Board of Selectmen's Office, 488 Chapin Street, Ludlow, MA 01056, Phone: 413-583-5600, ext. 1202. Sealed proposals, clearly labeled "Grant Administration Services, Riverside Drive Infrastructure Construction Project" will be accepted at the address below until the proposal deadline of October 31, 2018 at 4:00 PM Eastern time. Provide 4 copies of the Request for Qualifications. Late proposals will be rejected. Proposals will be opened and recorded immediately following the proposal deadline.

Ellie Villano
Board of Selectmen's Office
488 Chapin Street
Town Hall
Ludlow, MA 01056

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2018 OCT 15 A 11:28
TOWN OF LUDLOW