



Cathleen Reusser, Supervisor

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Council Member

March 31, 2026

Colliers Engineering & Design
18 Corporate Woods Blvd, Suite 400
Albany, NY 12111

Re: Notice of Award – Request for Proposals (RFP) for Windsor Memorial Park Design Services

Dear Ms. Baptiste and Ms. Timber,

On behalf of the Town of Elizabethtown, I am pleased to inform you that your proposal submitted in response to the above-referenced Request for Proposals (RFP) for **Windsor Memorial Park Design Services** has been selected for award.

Following a thorough review and evaluation of all proposals received, your firm was determined to be the most qualified based on the evaluation criteria outlined in the RFP.

This award is **contingent** upon the successful completion of the following requirements:

- Execution of a mutually agreed-upon contract;
- Submission of all required insurance certificates and endorsements;
- Compliance with all applicable federal, state, and local requirements;

You will be contacted shortly to initiate contract negotiations and finalize the agreement. Please note that no work is to commence until a fully executed contract is in place and a formal Notice to Proceed has been issued.

The Town of Elizabethtown reserves the right to withdraw this award if the above conditions are not satisfied within a reasonable timeframe.

We appreciate your interest in this project and look forward to working with your team.

Sincerely,

Cathleen A. Reusser
Supervisor

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