

## TOWN OF WEST SENECA



ENGINEERING DEPARTMENT

TOWN SUPERVISOR  
SHEILA M. MEEGAN

TOWN COUNCIL  
EUGENE P. HART  
WILLIAM P. HANLEY JR.

September 28, 2016

Honorable Town Board  
Town of West Seneca

Honorable Board Members,

As you are aware, the Town will be bidding the construction of the West Seneca Community Center and Library in the next month or so. Given the size and scope of the project, it is in the best interest of the Town to request qualifications from firms to provide the Clerk of the Works/Construction Observation Services. As such, we request that the board authorize us to release a Request for Qualifications for these services with a qualification due date of November 15, 2016. We will advertise this RFQ in the town's legal newspaper.

Very truly yours,

Steven R. Tanner, P.E.

cc. Files: TB  
Project