



## DELAWARE ENGINEERING, D.P.C.

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### **Request for Qualifications**

Delaware Engineering is administering the Downtown Improvement Fund for the City of Oneonta as part of the City's overall \$10 million DRI award. The Downtown Improvement Fund will provide grant funding for business and property owners to make improvements to their buildings. Anticipated grant-funded activities will include sign design and fabrication, awning design and fabrication, sign and awning installation, façade improvements (including repairs, carpentry, masonry, painting, window and door replacement, general contracting) and larger projects that might include interior renovations.

The process to be added to the City's list of qualified contractors is simple. If you wish to be added to this list, please provide the following (either by email to [ehorvath@delawareengineering.com](mailto:ehorvath@delawareengineering.com), or by mail, to the address on the letterhead above):

- (1) A copy of one (1) invoice showing evidence that you have done the type of work you would like to be considered for
- (2) Two (2) client references (name and telephone number)
- (3) A copy of an insurance (ACORD) certificate showing \$1,000,000 in liability coverage
- (4) A copy of an insurance (ACORD) certificate showing proof of workers' comp insurance, OR a signed statement indicating that you are not required by New York State to carry workers' comp insurance, and the reason (for example, "My company is not required by NYS to carry workers' comp insurance because we have no employees")

Please note that the City hopes to encourage participation; as such, if any of the above items presents a problem, please don't hesitate to reach out to me directly.

We hope that you will be interested in participating in this aspect of the City's downtown transformation, and we look forward to receiving the items listed above.

With best regards,

Elizabeth Horvath  
Senior Project Manager  
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