

August 5, 2026

Byran T. Healy, Village Manager  
Village of Croton-on-Hudson  
1 Van Wyck Street  
Croton-on-Hudson, N.Y. 10520  
Email: [bhealy@crotononhudson-ny.gov](mailto:bhealy@crotononhudson-ny.gov)

Re: Preparation of Traffic Signal Equipment Bid

Dear Mr. Healy:

In response to your request for a proposal to provide engineering services for the above referenced project, Nelson + Pope is pleased to provide the following scope of services and related cost breakdown. Our firm's commitment to quality along with our staff's professionalism will ensure the completed work product measures up to the Village's standards. The anticipated Scope of Services as fees is provided in this Proposal.

We would like to take this opportunity to express our gratitude for your consideration and add that our technical ability will ensure a successful project. If you have any questions or would like to discuss the proposal, please do not hesitate to contact me.

Sincerely,  
Nelson + Pope



Russell Z. Scott, PE  
Senior Partner

### **Project Description/Understanding**

The Village of Croton-on-Hudson wishes to retain a firm to prepare bid documents for requirements type contract for traffic signal equipment.

### **Project Organization**

Joseph Deluca, PE, will serve as the Project Manager for Nelson + Pope (N+P), with necessary oversight and quality assurance provided by Russell Z. Scott, PE.

### **Scope of Services and Fees**

#### **Task 1 – Traffic Signal Equipment Bid Specifications & Bid Review**

Nelson + Pope (N+P) will prepare material specifications for traffic signal equipment utilizing current NYSDOT standards and specifications, as well as applicable municipal standards, as the basis for development. These specifications will be prepared in a procurement-oriented "requirements" format for use by the Village in issuing contractor Purchase Orders for traffic signal equipment throughout the Village. N+P will meet with Village staff to review and confirm the preliminary equipment and material list prior to preparation of the specifications and will incorporate Village preferences and operational requirements, as appropriate.

The standard contract boilerplate documents, including General Conditions, Supplemental General Conditions, and standard Village forms, will be provided by the Village for inclusion in the bid manual.

In coordination with the Village, N+P will prepare a complete set of bid specifications in a form acceptable to the Village. The specifications will include technical requirements, material descriptions, approved manufacturers (where applicable), submittal requirements, and other procurement provisions necessary for consistent bidding and equipment acquisition. N+P will coordinate with the Village regarding the scheduling of bid dates and the issuance of the Notice to Bidders.

N+P will provide five (5) complete hard copy sets of specifications, as well as one (1) electronic copy, for Village use. Following receipt of bid submissions, N+P will review bidder unit prices, cost extensions, responsiveness to the bid requirements, and bidder qualifications. N+P will prepare a bid tabulation summary and recommendation for award for the Village's consideration. N+P will also be available to respond to reasonable questions from the Village during the bid evaluation process and assist with the review of submitted documentation related to the apparent low bidder.

**Lump Sum Fee: \$9,500**