

# Town of Pound Ridge

Office of the Town Clerk

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## REQUEST FOR PROPOSALS (RFP) TOWN SEAL REDESIGN

The Town of Pound Ridge is seeking proposals from qualified graphic designers or design firms to create a new official town seal.

The new seal should reflect the character, history, and unique identity of the town while remaining clear, professional, and adaptable to a wide range of applications. The final design must function effectively in both full-color and black-and-white formats; be adaptable for use by various departments and other units of town government; and be suitable for use on official documents, letterhead, business cards, signage, vehicles, apparel, wall plaques, the town embosser, digital media, and other municipal materials.

### Proposal Requirements

Interested designers or firms should submit the following:

- A brief statement of interest and qualifications
- A description of the proposed design process and anticipated timeline
- Pricing information, including any optional services or revisions
- Samples of prior logo, seal, branding, or related graphic design work
- At least three professional references
- Information regarding ownership and transfer of design rights upon completion
- Any additional information the proposer believes would assist the Town in evaluating the submission

### Deliverables

The selected designer will be expected to provide final artwork in high-resolution digital formats suitable for print and electronic use, including vector files.

### Submission Information

Proposals must be submitted no later than **4:30 pm on June 12, 2026** either via email to townclerk@townofpoundridge.gov or to the Town Clerk's office at 179 Westchester Avenue, Pound Ridge, NY 10576. Digital submissions are preferred, but hard copies will also be accepted. Submissions from designers with experience in civic, governmental, or institutional branding are encouraged. The Town reserves the right to reject any or all proposals.