

# **FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION**

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## **Request for Qualifications Architectural & Engineering Services Franklin County Building Renovation Program funded through the New York Main Street Program**

### **1. Introduction**

The Franklin County Local Development Corporation (LDC) seeks to identify qualified architectural and engineering (A&E) firms in anticipation of a New York Main Street (NYMS) Program grant award. The award will assist in financing interior and exterior renovations of mixed-use buildings in the villages of Saranac Lake and Tupper Lake. The purpose of this RFQ is to obtain statements of qualifications from firms that can provide a variety of A&E services to property owners selected to receive funding assistance. Qualified firms will be included on a list of A&E firms eligible to provide services to the LDC and selected property owners. The full RFQ may be found at [www.franklinida.org](http://www.franklinida.org). Proposals must be submitted by email to [mbourgeois@franklinida.org](mailto:mbourgeois@franklinida.org) no later than 3:00 pm on Wednesday, July 18, 2018.

### **2. Scope of Services**

The scope of services the firm may be called upon to render may include but may not be limited to:

- Structural analyses
- Renovation plans
- Cost estimates
- Exterior and interior sketches or renderings
- Scopes of work
- SHPO documentation

The firm should be ready, willing and able to complete a provide a variety of tasks that support the LDC and property owners in developing and implementing renovation projects in accordance with NYS Office of Community Renewal regulations and NYMS Program Guidelines. More information refer to the NYMS Program Guide available at <http://www.nyshcr.org/Programs/NYMainStreet/NYMSProgramGuide.pdf>.

### **3. Deliverables**

Deliverables will vary based on the work performed but may include written assessment, analyses, recommendations, plans, specifications, drawings and sketches.

### **4. Proposal Format**

Proposals must be provided electronically as a Portable Document Format (pdf). Proposals that are too large to be sent via email will not be accepted. Proposals shall be submitted in the following format and sequence. All pages should be consecutively numbered.

WEBSITE: [www.franklinida.org](http://www.franklinida.org)

EMAIL: [admin@franklinida.org](mailto:admin@franklinida.org)

#### **4.1. Executive Summary**

Provide an overview of the firm. List the contact information for the person responsible for responding to the RFQ and responding to any questions.

#### **4.2. Project Experience & Capacity**

Describe how the firm has the experience and capacity to provide architectural and engineering services related to the interior and exterior renovations of mixed-use buildings in a professional and timely manner. Summarize relevant prior work experience, especially working with the NYMS Program, other state and federal housing programs, and SHPO, and provide contact information for previous clients. Demonstrate that the firm has the ability and desire to be timely and responsive to the LDC and property owners.

#### **4.3. Key Personnel**

Identify all key personnel involved who would may be called upon to perform the work. Attach resumes and professional qualifications and certifications for key personnel.

#### **4.4. Commitment to Compliance with Regulations**

Describe the firm's efforts and commitment to provide include equal employment opportunities for minority group members and women ("EEO"), and contracting opportunities for certified minority and women owned business enterprises ("MWBEs") and Service Disabled Veteran Owned Businesses ("SDVOBs"). A firm who is selected must document its good faith efforts to provide meaningful participation by MWBEs and SDVOBs as subcontractors or suppliers in the performance of the work. Firms that are not MWBEs or SDVOBs are encouraged to consider partnering or making other joint venture arrangements. If the firm is a New York State-certified MWBE or SDVOB firm, provide documentation evidencing registration. If the firm is partnering or subcontracting with an MWBE or SDVOB firm, clearly describe the relationship and provide documentation for the firm.

#### **4.5. Price**

Provide an hourly rate schedule for all relevant positions in the firm.

### **5. Submission Deadline**

Proposals must be submitted by email to Maria Bourgeois at [mbourgeois@franklinida.org](mailto:mbourgeois@franklinida.org) no later than 3:00PM on Wednesday, July 18, 2018. Any proposals received after this time will be rejected.

### **6. Proposal Evaluation**

Firms that demonstrate relevant experience, capacity, commitment and reasonable hourly rates will be included on a list of A&E firms that the LDC or property owners may engage to complete work related to developing NYMS Program assisted renovation projects.

### **7. Timeline**

The LDC anticipates a NYMS award in December 2018. Upon award the LDC will solicit building renovation applications from property owners in the identified target areas. Most A&E work will must be completed in the Spring and Summer of 2019.

### **8. Questions**

Questions related to this RFP should be directed to Jeremy Evans, CEO at [jevans@franklinida.org](mailto:jevans@franklinida.org).