



## **Request for Proposals Development of Design Guidelines and Façade Renovation Studies for Downtown Malone, New York**

### **1. Introduction**

The Franklin County Local Development Corporation (FCLDC) seeks to retain the services of a qualified urban design, architectural and/or planning consultant to complete (1) design guidelines for the downtown area of the Village of Malone, New York and (2) façade recommendation studies for key mixed-use buildings in Downtown Malone. The purpose of this RFP is to obtain proposals from qualified firms and to award a contract to design guidelines. These services are more fully described in Section 2 of this RFP. The full RFP may be found at [www.franklinida.org](http://www.franklinida.org). Proposals must be submitted by email to [mgotzmer@franklinida.org](mailto:mgotzmer@franklinida.org) no later than 3:00PM on Friday, February 21, 2020.

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

The consultant will produce design guidelines that provide guidance for new development and renovation projects in Downtown Malone. The guidelines are intended to promote high quality construction, urban design and historic preservation. They will be used by the Planning Board, property owners, developers, architects and anyone else who has a role in the design and development of new buildings or the renovation of existing buildings in Downtown Malone. The document will serve as an educational tool to demonstrate the Village's design objectives and expectations for downtown redevelopment. The design guidelines will also be used to ensure that renovations supported by future New York Main Street Program funds are consistent with the requirements of the State Historic Preservation Office and the Housing Trust Fund Corporation. The consultant will also produce façade recommendation studies for key mixed-use buildings in Downtown Malone. These studies will help prepare these properties to be eligible for future NYMS renovation funds and visually demonstrate the transformative effect that appropriate renovations can have on the building and Downtown Malone.

The scope of services to be provided by the consultant are summarized in the following Tasks 1 & 2:

#### **2.1. Task 1 – Design Guidelines**

To complete this task the consultant will, at minimum:

- Review existing local and regional planning documents and initiatives.
- Conduct a site visit to Downtown Malone to assess the physical details, architecture, and urban fabric of Downtown Malone and its buildings.
- Conduct an initial design workshop to gather input from the community.
- The consultant will prepare draft design guidelines for the Downtown Malone Target Area. The design guidelines will recommend best practices for new development and renovations. Topics shall include but not be limited to, storefronts, windows & doors, masonry, siding, roofs, architectural details, signage, and site design.
- Conduct a final design workshop to gather feedback about the draft design guidelines.
- Revise and present the final draft of design guidelines to FCLDC and the Village of Malone Board of Trustees.

#### **2.2. Task 2 – Façade Recommendation Studies**

To complete this task the consultant will, at minimum, complete five (5) façade recommendation studies with the following elements:

- A proposed conceptual rendering for the building façade renovation
- A list of key improvements necessary to achieve the proposed outcome
- A concept level budget to complete the recommended façade renovations

### 3. Deliverables

#### 3.1. Deliverables for Task 1 – Design Guidelines

- Brief summary and analysis of relevant existing local and regional planning documents and initiatives that will be included in the final document.
- Conduct a minimum of one (1) on-site visit by key personnel to Downtown Malone for a walking tour and to assess existing conditions. Provide a written summary of the results of the site visit.
- Organize, manage and attend a minimum of one (1) initial design workshop which should be scheduled with the on-site visit. Provide a written summary of the results of the workshop.
- Deliver to FCLDC and the Village of Malone a complete draft design guidelines document that includes all recommended practices necessary to guide high quality development of new buildings and renovations in Downtown Malone. The document should be of high graphic quality and include graphical examples of recommendations. Topics shall include but not be limited to, storefronts, windows & doors, masonry, siding, roofs, architectural details, signage, and site design.
- Organize, manage and attend one (1) final design workshop to gather feedback from the public and stakeholders regarding the draft design guidelines.
- Deliver to FCLDC and the Village of Malone a complete final draft of the design guidelines.

#### 3.2. Deliverables for Task 2 - Façade Recommendation Studies

- A minimum of five (5) façade recommendation studies. A 1-2 page document will be completed for each façade recommendation that includes (1) existing condition photographs, (2) renderings of recommended improvements, (3) list or description of recommended improvements, and (4) concept level budget to complete the recommended renovations.

Materials produced on behalf of FCLDC and funded with NYS Main Street funds are property of the FCLDC and the Housing Trust Fund Corporation (HTFC). FCLDC and HTFC reserve the right to modify and distribute such materials. All contracts between the FCLDC and the consultant must include a provision requiring Project materials to be explicitly labeled as works for hire and exclusive property of the FCLDC and HTFC. Materials produced shall be clearly labeled with the Project Number (yet to be assigned) and the following statement: "Developed with funding assistance from Housing Trust Fund Corporation and NYS Homes and Community Renewal. Document is property of Housing Trust Fund Corporation and the Franklin County Local Development Corporation." Unless otherwise specified all documents shall be provided in .docx and .pdf formats.

### 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.

#### 4.1. Executive Summary

Provide an overview of the firm and how it will approach the project. List the contact information for the person responsible for submitting the proposal and responding to any questions.

#### 4.2. Project Experience & Capacity

Describe how the firm has the experience and capacity to complete the tasks in a professional and timely manner. Summarize relevant prior work experience and provide contact information for previous clients. Clearly describe any subcontracting or partnering arrangements.

#### 4.3. Key Personnel

Identify all key personnel involved in performing the work for each task. Attach resumes and professional qualifications and certifications for key personnel including subcontractors and

partners.

**4.4. Approach & Methodology**

Provide a clear and straightforward work plan that demonstrates an understanding of the project and how it will be achieved. Propose schedules for completing each Task once a notice to proceed is received from the FCLDC. Highlight any unique approaches to the work that sets the firm apart from others. Describe any recommended variations to the Tasks or Deliverables that would clarify or simplify the project and its administration, or that would provide better value to the FCLDC.

**4.5. 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 consultant is partnering or subcontracting with an MWBE or SDVOB firm, clearly describe the relationship and provide documentation for the consultant.

**4.6. Price**

Provide a price proposal in a table format that clearly demonstrates that the consultant is providing the best value to the FCLDC. Prices shall be provided for each Task along with a total not to exceed price to complete the project. Provide an hourly rate sheet by position along with prices for reimbursable expenses, if applicable.

<b>Task</b>	<b>Price</b>
Task 1 - <b>Design Guidelines</b>	
Task 2 - <b>Façade Recommendation Studies</b>	
<b>Total Price</b>	

The proposal must clearly demonstrate how and why the price proposal provides the best value to the FCLDC.

The project is being funded through a NYMS Program Technical Assistance award. The budget for this project is **\$21,000**.

**5. Submission Deadline**

Proposals must be submitted by email to Marcy Gotzmer at [mgotzmer@franklinida.org](mailto:mgotzmer@franklinida.org) no later than 3:00PM on Friday, February 21, 2020. Any proposals received after this time will be rejected.

**6. Proposal Evaluation**

FCLDC will evaluate each proposal based on the “Best Value” concept. This means that the Proposal which “optimizes quality, cost, and efficiency among responsive and responsible respondents” shall be selected for award. Proposals will be checked against minimum qualifications. Proposals meeting the minimum requirements will be scored against the following selection criteria which will be used to

guide the selection process:

<b>Selection Criteria</b>	<b>Points Available</b>
Project Experience & Capacity	20
Key Personnel	20
Approach & Methodology	30
Commitment to Compliance with Regulations	10
Price	20
<b>Total Points Available</b>	<b>100</b>

FCLDC reserves the right to not award any contracts, award contracts to multiple consultants, or only award contracts for certain Tasks.

**7. Timeline**

FCLDC anticipates awarding a contract to the preferred consultant by Friday, February 21, 2020. All products must be delivered no later than June 5, 2020. The schedule included in Section 4 of the proposal should reflect these start and end dates.

**8. Questions**

Questions related to this RFP should be directed to Marcy Gotzmer, Director of Marketing & Business Development at [mgotzmer@franklinida.org](mailto:mgotzmer@franklinida.org).