



Request for Qualifications Architectural & Engineering Services for Downtown Building & Site Renovations

1. Introduction

The Franklin County Local Development Corporation (FCLDC) seeks to retain the services of a qualified architectural, engineering and/or design consultant(s) to provide a variety of A&E services to FCLDC and property owners selected to receive funding assistance through the Energize Downtown Fund - a \$600,000 fund established through the Saranac Lake Downtown Revitalization Initiative (DRI) that will assist in financing renovations of buildings and spaces in Downtown Saranac Lake. These services are more fully described in Section 2 of this RFQ. The full RFQ may be found at www.franklinida.org. Proposals must be submitted by email to mgotzmer@franklinida.org no later than 3:00PM on **Wednesday, June 24th, 2020**.

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
- Architectural drawings
- Scopes of work
- Project management
- SHPO documentation

The firm should be ready, willing and able to complete a provide a variety of tasks that support FCLDC and property owners in developing and implementing renovation projects in accordance with NYS Office of Community Renewal regulations.

3. Deliverables

Deliverables will be determined and agreed upon between FCLDC and the consultant once the scope of work is finalized.

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 description for how the firm approaches working with clients to design and execute renovation projects. Describe what sets the firm apart from others and any unique approaches that are particularly relevant to this type of project.

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. Reasonableness of Costs

Reasonableness of costs will be determined by reviewing hourly rates for key positions. Provide an hourly rate schedule for all relevant positions in the firm along with prices for reimbursable expenses, if applicable.

5. Submission Deadline

Proposals must be submitted by email to Marcy Gotzmer at mgotzmer@franklinida.org no later than 3:00PM on Wednesday, June 24th, 2020. Any proposals received after this time will be rejected.

6. Proposal Evaluation

FCLDC will evaluate each proposal and select the firm that is the “best fit” for FCLDC and the proposed work. 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:

Selection Criteria	Points Available
Project Experience & Capacity	20
Key Personnel	20
Approach & Methodology	30
Commitment to Compliance with Regulations	10
Reasonableness of Costs	20

Total Points Available	100
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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(s) in June 2020.

8. Questions

Questions related to this RFP should be directed to Marcy Gotzmer at mgotzmer@franklinida.org.