

**NOTICE OF REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL SERVICES**

Downtown Middletown Façade Improvement Program

INFORMATION PACKAGE

DATE: Monday, October 2, 2017

PROJECT: Downtown Middletown Façade Improvement Program

ISSUED BY: City of Middletown Office of Economic and Community Development and the Board of Estimate and Apportionment

The closing date for submission and receipt of proposals is Monday, October 23, 2017 at 3:00 P.M.

Request for proposal packages can be obtained from Maria Bruni at the following address:

City of Middletown Office of Economic and Community Development
Attention: Maria Bruni
16 James Street
Middletown, NY 10940
(845) 346-4170

BRIEF PROJECT DESCRIPTION:

In July of 2016, the City of Middletown was selected as the winning community for a \$10 million Downtown Revitalization Initiative Grant. Pursuant to a community engagement process, the City of Middletown submitted a list of potential projects to be funded by the grant. The State of New York approved six projects eligible for grant funding. One of those projects is the Downtown Middletown Façade Improvement Program. Designed to restore and beautify our downtown, this program allows eligible building owners to receive a matching grant of up to 75% of eligible costs, or a maximum of \$75,000 from the City to be used on improvements to their building's facades. Building owners are required to provide a minimum of 25% toward the project.

SCOPE OF SERVICES:

The Successful Proposer (the Proposer) will provide a preliminary evaluation of the properties that have been identified as being in need of façade improvements through an application process, along with construction documents. The Proposer must meet with each participating property owner to determine scope of face improvements. The Proposer will provide photo-documentation of existing building façades, and field measure existing façades only where required. The Proposer must produce construction elevation documents for proposed work. Documents must include exterior photos, sketches, and construction specifications of all work. Floor plans and/or interior work is not necessary. The Proposer will prepare a preliminary construction budget and all design work must be in compliance with the NYS Building Code, as well as all other state and local codes as required. The Proposer will also provide technical assistance to City during the application process, and must include hourly rates in the proposal.

NY STATE HISTORIC PRESERVATION OFFICE REVIEW:

As several of the buildings in the DRI District are older than 50 years, SHPO review may be necessary. The Proposer must prepare the required forms and submit specifications and photos to SHPO for review. The Proposer must make copies of all application materials as required for submission. Upon SHPO's review, the Proposer must adjust drawings and scope as per SHPO's review comments. The Proposer must have a strong background, extensive architectural field work, experience working with the SHPO and a full working knowledge of Historic Preservation.

BIDDING AND NEGOTIATION:

Upon completion of the construction documents, the Proposer will solicit bids. During bidding, the Proposer will issue any addenda if necessary to clarify the documents. The Proposer will attend the pre-bid meeting

PROGRESS INSPECTIONS AND PAYMENT AUTHORIZATIONS

The Proposer will provide construction progress inspections and payment authorizations with each participating building owner/façade.

POST CONSTRUCTION PHASE:

Upon completion of construction, the Proposer will perform a joint review of the completed project with the Owner's representative to prepare a final deficiency list as required, and upon receipt of written notification from the Contractor that punch list items have been addressed, perform one additional on-site review. The Proposer will also provide a letter to SHPO and the Owner for project compliance

FEE STRUCTURE

The Proposer must provide fees in the proposal based on a typical façade of approximately 25-30 ft. wide and three stories high.

PROPOSAL FORMAT

The Proposal should consist of, at a minimum, the following information:

1. **Cover Letter**: A cover letter addressed to OECD, Maria Bruni, Director, describing the firm's desire to provide the Façade Improvement services.
2. **Firm Background**: A brief background statement about the firm to include such items as its size, range of services, age and design, etc.
3. **Experience of Firm**: A list of projects recently completed, as well as current projects undertaken by the firm. Project listings should include types of services performed with an emphasis on mixed use properties, historical properties and properties that have gone through SHPO review, names and locations of projects, owners' name and address, brief description of the project and the design solution, date of completion, cost (if possible) and project duration.
4. **Professional Staff**: A listing of the professional staff of the firm assigned to this project, including principals, detailing their qualifications such as title, education, certification, licenses, professional societies, experience and length of service with the firm. Include turnaround time for all professional services, detailing a typical façade improvement project by construction trade.
5. **References**: A listing of clients of projects currently in progress, as well as past projects, to include name, title, address and telephone number. Clients listed should be public sector clients and involve projects similar to those listed herein.
6. **Fee Proposal**: Firms wishing to participate in this Request for Proposal are required to indicate the fee for the scope of services listed above.
7. **Basis of Award of Contract**: The services solicited are considered professional services and there is no obligation to select the lowest proposal. However, cost is a factor in the selection process and the following criteria will be used in selecting firms:
 - A. Cost of Services
 - B. Demonstrated ability to handle projects of this type
 - C. Ability to start 2-3 weeks after retainage of services
8. **Equal Employment Opportunity**: Firms are advised that the OECD is committed to Equal Employment Opportunity. Under Article 15A of the New York State Executive Law, all award recipients are required to comply with the Equal Employment Opportunity provisions of Section 312 of that Article. Also, all awardees are required to make affirmative efforts to ensure that New York State Certified Minority and Women-Owned Business Enterprises are afforded opportunities for meaningful participation in projects through inclusion on the list of contractors funded by Housing Trust Fund Corp. pursuant to Section 313 of the Article. Please visit NYS Empire State Development's Division of Minority & Women Business Development website for a directory of certified Minority and Women-Owned Businesses: <http://www.esd.ny.gov/MWBE.html>
9. **Insurance Requirements**:

- General Liability insurance in the amount of \$1,000,000 each occurrence & \$1,000,000 aggregate
- Bodily Injury, including death in the amount of \$1,000,000 each occurrence & \$1,000,000 aggregate
- Property Damage in the amount of \$1,000,000 each occurrence & \$1,000,000 aggregate
- Worker's Compensation as required by law

SUBMITTAL INSTRUCTIONS

- A. Due date for submittal of Proposal is **Monday, October 23, 2017 at 3:00 P.M.**
- B. The proposal must be in the format used in this document. Pre-published proposals are acceptable, as long as any additional information required is attached.
- C. Seven (7) copies of the proposal are required. Faxed or email proposals will not be accepted.
- D. Submit in person or mail to:

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The City reserves the right to reject any or all proposals or parts of proposals, to negotiate modifications of proposals submitted, and to negotiate specific work elements with a proposer into a project of lesser or greater magnitude than described in the Request For Proposals or the proposers reply.