



Mohawk Valley Collective

P.O. Box 53
Fort Plain, NY 13339
518-993-5506

**REQUEST FOR PROPOSALS
HISTORIC ARCHITECTURAL & OTHER PROFESSIONAL SERVICES**

Date Issued: August 1, 2022

Due: Friday, August 12, 2022 @5:00pm

To Whom It May Concern:

The Mohawk Valley Collective, Inc. (MVC) is a local nonprofit committed to the revitalization of the Mohawk Valley Region which includes the rehabilitation of local abandoned and distressed structures. MVC is requesting proposals to provide a cost estimate and fee schedule for historic architectural design & other professional services at Unity Hall, which is located at 19 Center St., Fort Plain, NY 13339.

A. Instructions to Bidders

Name of the Bid: Unity Hall Architectural
Deadline for Questions: Tuesday, August 9, 2022 @1:00pm
Deadline for Bid Submittal: Friday, August 12, 2022 @5:00pm
Bid Opening: Monday, August 15, 2022 @ 9:00am
Bids Shall Be Submitted to: Mohawk Valley Collective
PO Box 53
Fort Plain, NY 13339-0053
Method of Submittal: Confirmed Mail Delivery or In-Person
Contact Person, Title: Tanya Towne, Treasurer
E-mail for Questions: info@mohawkvalleycollective.com
Phone for Questions: 518-993-5506

Bids must be received by the Mohawk Valley Collective by Friday, August 12, 2022 at 5:00 pm in order to be considered. If you wish to bid, please submit your proposal in a mailing container or envelope which is plainly marked on the outside with the notation: 'BID ENCLOSED – Unity Hall Architectural' and delivered either by certified mail to the PO Box listed above or delivered in-person to 71 Mohawk St., Fort Plain, NY. It is the bidder's responsibility to submit their proposals timely and completely because no extensions for revisions, corrections, amendments, or supplements will be given past the bid due date.

...community buildings, building community

Prospective Bidders may schedule an appointment to view the property prior to bidding by scheduling an appointment by emailing the Contact Person (please do not call). Prospective bidders and their agents will be permitted to investigate the project site as necessary by appointment with the Contact Person prior to 5pm on Tuesday, August 9, 2022. They must satisfy themselves by personal examination of the location of the proposed work, and by such other means, as they deem necessary, as to the actual conditions and requirements of the work and as to the actual quantities required for project completion. Prices bid shall include all costs for the work set out in the conditions of this RFP.

B. Consultant Qualifications

Consultant must show experience in the development of construction plans, coordination of design charrettes to incorporate community feedback, creation of bid package(s), work specs and other documents, as well as oversight for compliance during work for the restoration and renovation of historic buildings and preservation projects that comply with the US Secretary of the Interior Standards. Familiarity with NYS and Federal Commercial Historic Tax Credit (HTC) programs, including successfully completed projects, required.

The selected consultant and/or contractor must be appropriately licensed by the NYS Department of Labor, utilizing workers properly trained and certified by the NYS Department of Labor and authorized to perform the requested services. The successful bidder shall be required to provide for itself and maintain at its own cost and expense until the completion of the work the following forms of insurance:

- A. Commercial General Liability coverage with limits of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) annual aggregate, and \$2,000,000 products/completed operations aggregate.
- B. Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned autos with limits not less than \$1,000,000 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance or use of any automobile.
- C. Workers' Compensation and Employers' Liability in form and amounts required by law.
- D. If the Subcontractor will be involved in any environmental remediation of any kind, the Subcontractor must have Environmental Pollution Liability Insurance with a \$1,000,000 limit to new construction projects or demolition.

The MVC shall be named as additional insured, have subrogation waived endorsement, and endorsement requiring the carrier to give at least 30 days' prior notice of cancellation on all the policies required by subparagraphs (A, B, C, and D) above. Use the following on Acord 25 forms:

Mohawk Valley Collective, Inc.
PO Box 53
Fort Plain, NY 13339-0053

19 Center St., Fort Plain, NY 13339 shall be listed as the project address on the Acord 25 certificate.

The successful bidder shall furnish certificates of insurance to the MVC and corresponding policy endorsements setting forth the required coverage hereunder prior to commencing any work. All insurance required shall be primary and non-contributing to any insurance maintained by the MVC. The successful bidder shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein. The successful bidder agrees to cause each subcontractor to furnish the MVC with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage hereunder prior to any such subcontractor commencing any work.

C. Requested Services (Scope of Work)

The work to be performed consists of the following historic architectural design & other professional services:

The Mohawk Valley Collective has been awarded a New York State Homes & Community Renewal 'New York Main Street Downtown Anchor' grant for \$500,000 and a National Grid 'Main Street Revitalization Program' grant for \$100,000 and is seeking an architectural firm to work closely with the MVC, grantors and the municipality to assess the current needs for renovation of 'Unity Hall,' provide construction documents based on the desired redevelopment pathway as well as grant guidelines, and assure compliance with all applicable building codes. The project is leveraging Federal and NYS Commercial Historic Tax Credit (HTCs), so familiarity and experience with those is required. Consultant should also be prepared for preliminary coordination with other professional services firms relating to existing projects underway at Unity Hall, on an hourly basis (TBD), including concurrent work under a New York State Parks, Recreation and Historic Preservation 'Environmental Protection Fund' (EPF) grant. Additional scopes, including Net-Zero integration, with additional funding sources may also be undertaken during the course of the project, to be addressed on an hourly basis, as/if needed.

Scope of architectural services shall include:

- a. Architect shall field verify and modify the attached schematic 1st and 2nd Floor Plans (E-1.0 and E-2.0) to reflect existing conditions accurately. (AutoCAD versions shall be provided by MVC.)
- b. Confirm nature and capacity of public utilities (water, sanitary, storm, electrical, communications) available to serve the property.
- c. Review hazardous materials assessment report provided by Owner and review with applicable consultant as necessary to assess possible impacts on the overall rehabilitation.
- d. Architect shall, in consultation with MVC, develop reuse concepts for the 1st and 2nd Floors based on the attached preliminary drawings Option D-1.0 and Option D-2.0 to comply with current building and accessibility codes. (AutoCAD versions shall be provided by MVC.)
- e. In consultation with the Owner develop conceptual project phasing based on available and anticipated funding.
- f. Estimates of possible costs are not included.

Cost estimates for each phase are requested and consultant shall work closely with MVC to determine desired renovation measures during drafting process. Planning deliverables shall include assessment of current needs, kick-off and design progress meetings, preliminary design sheets and preliminary cost estimates.

Upon receiving approval from MVC, grantor and municipality, Consultant shall provide construction drawings (electronic and full-sized site copies), revised cost estimates and estimated construction schedule. Consultant shall also assist the MVC by creating scopes of work and bid documents, as well as reviewing bids and assisting in selecting bidders. Following selection of a Contractor the Consultant will provide final construction plans, scopes of work, cost breakdowns based on successful bidder, and updated construction schedule.

MVC shall oversee daily construction activities, however, Consultant is expected to make periodic site visits to assure all measures are appropriate under the US Secretary of the Interior Standards, verify construction deliverables and sign-off at contractor milestones utilizing AIA forms for periodic disbursements, schedule to be determined later.

MVC requests a cost estimate for the above-described services along with a Rate Schedule for additional professional services provided by your firm as the exact nature of this project might change based on the final design outcome.

D. Terms and Conditions

The work to be bid includes design and planning activities on the following commercial property:

Unity Hall
19 Center St
Fort Plain, NY 13339
Tax Map ID: 46.46-3-6

This property is referred to as the “project site” or “property” and consists of the entire surveyed boundary of this address. It shall be the Consultant's responsibility to secure the project site following any on-site activity by their employees to protect from harm.

The property is on the register of historic places and located within a National Register (NR) Historic District listed as a contributing building according to New York State Office of Parks, Recreation, and Historic Preservation online CRIS database.

This project is in-part funded by a ‘Downtown Anchor’ grant from the New York State Housing Trust Fund Corporation (HTFC) under the ‘New York Main Street Program’ (NYMS) administered under contract by NYS Homes & Community Renewal (HCR)’ as set forth in Article XXVI of the Private Housing Finance Law.

This is not a prevailing wage project.

E. Selection Criteria & Process

The Mohawk Valley Collective, Inc. may elect to interview potential consultants in-person and these consultants would be notified accordingly. It is expected that a final proposal selection will be made on Monday, August 15, 2022. However, the MVC reserves the right to extend the deadline for submissions and bidder.

The organization's selection of a consultant shall be based on the following criteria:

- Demonstrated experience and expertise with reasonably similar projects.
- References, including current and/or past clients.
- Understanding of the program and the needs of the organization.
- Comprehensiveness of proposed services.
- Price.

All information will be reviewed carefully. The MVC reserves the right to select the consultant whom is evaluated to be best qualified for the work associated with this project. Upon award of the bid, the MVC will work with the successful bidder to execute a contract as soon as possible. A written contract will be presented for signing and project work forms will be used. If the MVC is unable to reach an agreement with the successful bidder within a reasonable time period, the bid will be awarded to another party.

F. General Conditions

1. Non-Collusive Certification

By submission of this RFP, each Consultant and each person signing on behalf of any Consultant certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- (1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Consultant or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Consultant and will not knowingly be disclosed by the Consultant prior to opening, directly or indirectly, to any other Consultant or to any competitor; and
- (3) No attempt has been made or will be made by the Consultant to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

2. M/WBE Promotion

It is the policy of the MVC that Minority-Owned Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts. It is also the MVC's goal to award Procurement Contracts to those procurement Consultants who have evidenced compliance with the laws of the State of New York prohibiting discrimination in employment.

3. SDVOB Promotion

It is the policy of the MVC that Service-Disabled Veteran Owned Businesses (SDVOBs) are afforded the maximum opportunity to participate in the performance of contracts. It is also the MVC's goal to award Procurement Contracts to those procurement Consultants who have evidenced compliance with the laws of the State of New York prohibiting discrimination in employment.

4. Affirmative Action

As required by Executive Law § 312, and in compliance with the MVC's procurement policy, any contractor awarded a procurement contract more than \$25,000 for services rendered to the MVC must acknowledge this affirmative action policy and agree to implement the same by making every reasonable effort to award any subcontracts to MBEs and WBEs and to utilize minority and labor in the performance of any agreement that is awarded to the contractor. Specifically, any contractor awarded a contract more than \$25,000 dollars will be expected to abide by the following provisions:

- a. The contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For purposes of this section, affirmative action shall mean recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.
- b. At the request of the contracting agency, the contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein.
- c. The contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the MWBE Threshold Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status

5. Non-Discrimination Policy

In accordance with Article 15 of N.Y. Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Consultant agrees that neither it nor any of its subcontractors shall, by reason of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

G. Submission Requirements

1. Primary Contact: Provide the name and contact information for the firm and the person representing the firm including firm mailing address, firm and agent phone number(s), firm website, and agent email address.
2. Project Team Qualifications: Provide a summary of professional qualifications for the consultant firm and personnel to be involved with the work. Provide responsibilities and resumes for each team member. When sub-contractors are included as a part of the project team provide similar information for each firm and individual.
3. Relevant Project Experience & References: List at least three comparable projects successfully completed by the consultant and provide the names and contact information for persons familiar with the firm's work who may be contacted as references.
4. Project Fixed Pricing: Provide a cost estimate for completing all activities necessary to complete the tasks, including labor and materials, as described in the scope of work. Also indicate the cost for sub-contractors if they are used for any activity associated with completing the scope of work. In addition, provide a fee schedule for other professional services provided by your firm.
5. Schedule: Confirm our requested schedule is agreeable as it is our intention have design activities commence in the Spring/early-Summer 2022.

Failure to follow and submit all items above may result in proposal disqualification.

The MVC may waive at its discretion any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the MVC and the Consultant.

H. Submission

Please submit a printed copy of your proposal in a sealed envelope to:

Mohawk Valley Collective
Attn: Unity Hall Architectural
PO Box 53
Fort Plain, NY 13339-0053

In-person submission can also be arranged prior to bid deadline by emailing the Contact. The in-person address is: 71 Mohawk St., Fort Plain, NY 13339. This Request for Proposals does not

obligate the Mohawk Valley Collective, Inc., to reimburse any respondent for any costs incurred in the preparation of submission of a proposal, nor bind the MVC in any way.

I. Questions

Please direct all questions to Tanya Towne, Treasurer via info@mohawkvalleycollective.com by Tuesday, August 9, 2022 at 1:00 pm. Access to the building for inspection can be arranged by emailing the Contact.

By: Tanya Towne, Treasurer
Mohawk Valley Collective, Inc.