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## Watkins Glen Downtown Revitalization Initiative Request for Qualifications (RFQ)

RFQ Release Date: November 6, 2018

Statement of Qualification Deadline: January 7, 2019

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### Section 1: Purpose and Background

**1.1 Purpose:** The Schuyler County Partnership for Economic Development (SCOPE) is seeking Statements of Qualifications (SOQ) from contractors in the fields of Architecture, Structural Engineering, and Construction to provide professional services for the redevelopment of certain buildings within the Village of Watkins Glen. We are especially interested in firms and contractors with experience working with historic buildings and with grant funded projects. A list of qualified firms and contractors will be compiled and utilized by the project manager and building owner during the bid solicitation period of the individual projects.

**1.2 Background:** The Village of Watkins Glen is situated at the southern tip of Seneca Lake, in the heart of the Finger Lakes region of New York State. In July 2017, Watkins Glen was selected to be a part of New York State’s Downtown Revitalization Initiative (DRI). In June 2018, the DRI projects were approved by the State of New York and funding was assigned. SCOPE was designated as the grant administrator for the projects. For more information regarding the DRI process and to view the final plan, visit [www.flxgateway.com/DRI](http://www.flxgateway.com/DRI).

The projects are funded in part through grants administered by the Housing Trust Fund Corporation under the direction of the NYS Office of Community Renewal

### Section 2: Project Description

**2.1 Project Goal:** The goal of the project is to redevelop select buildings within the Village of Watkins Glen. The project will vary greatly in size, scope, and cost.

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**2.2 Project Components:** Currently there are seven buildings identified for redevelopment. Additionally, a fund has been created that will fund up to ten additional projects. The projects will vary in size from complete reconstruction to façade work and will range in project costs from \$50,000 to over \$1,000,000.

While preliminary work has been completed, details of the projects are incomplete. The exact components of the projects are unknown at this time.

**2.3 Project Funding:** The projects are funded in part by matching grants, administered by the Housing Trust Fund Corporation under the direction of the NYS Office of Community Renewal through the DRI. The exact funding and projects costs have yet to be determined.

**2.4 Project Location:** The various projects are located within the Village of Watkins Glen.

### Section 3: Scope of Work

The exact Scope of Work for the individual projects is unknown at this time. However, all projects will require a structural engineer, an architect, and various construction contractors.

Project Schedule:

Initiation: October 1<sup>st</sup>, 2018

Completion: June 30th, 2021

Individual projects will have their own schedule based on the individual Scope of Work.

### Section 4: Request for Qualifications

SCOPE intends to compile a list of architects, structural engineers, and construction contractors with successful past experience with similar project types, especially historic redevelopment. All architects, structural engineers, and construction contractors shall complete all work in accordance with the latest applicable codes, local design standards, regulations, grant requirements and shall incorporate a fiscally and environmentally sustainable design approach. All architects, structural engineers, and construction contractors shall be licensed as required by law.

**4.1 Submission Requirements:** Submission of qualifications shall include, but not be limited to:

1. Proposer's complete name, business address, and telephone number and the name of the business, mailing address, and telephone number of person that the Schuyler County Partnership for Economic Development Staff should contact regarding the proposal, as well as the location of the office(s) where work will be carried out.
2. A description of the proposer's organization, including names of principals, number of employees, longevity, client base, areas of specialization and expertise and any other pertinent information in such a manner that proposal evaluators may reasonably formulate an opinion about the stability and financial strength of the organization. Include M/WBE Designation if applicable.

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3. Provide similar experience illustrating similar projects or work related to the capabilities in working with historic redevelopment. Cite specific projects of a similar nature to the Project described herein and list a reference with primary contact information for each project cited.
  4. Provide proof of adequate insurance, including: comprehensive general liability insurance coverage with per occurrence limit of \$1,000,000 and a separate minimum \$2,000,000 aggregate limit; automotive insurance of \$1,000,000 per incident; workers compensation in compliance with New York State Law; and disability insurance in compliance with New York State Law.
  5. Identification of Lawsuits and Administrative Claims/Fine): Consultants must identify all lawsuits, administrative claims or fine proceedings Consultant has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFP such as fines from the DEC, Department of Labor or other units of government.
  6. A thumb drive with an electronic copy of the proposal in pdf format must be received at the SCOPED office at 910 S. Decatur Street Watkins Glen, NY 14891 by 4pm on Thursday, November 29th, 2018. All thumb drives need to be in a sealed envelope. The name and address of the consultant needs to be on the outside of the envelope. Each envelope will be stamped with the date and time as they are received.

**4.2 Questions:** Questions regarding this Request for Qualifications can be sent to Amanda Arnold Rodriguez at [amanda@flxgateway.com](mailto:amanda@flxgateway.com) or by phone to 607-535-6862.

Applicants are encouraged to schedule a site visit and meeting with SCOPED prior to submitting their SOQ.

**4.3 Confidentiality:** The rules of the Request do not permit disclosure of the identity of participating firms until after the designated proposal deadline. After that date, no attempt will be made to withhold the names of firms who have submitted proposals, although financial reports and similar data submitted with each proposal will be treated as confidential.

**4.4 Evaluation Criteria:** Requests for Qualifications will be evaluated based on the criteria below;

1. Firm experience/reputation/workload: The firm's experience in similar work and the record of successful results of that work. Consideration will be given to the firm's ability to take on additional work, demonstrate understanding of the goals and purposes of this Project, specific management approach, how well the firm's organization structure show sufficient depth of its present workload, approach to managing the project's budget and time, and the firm's ability to offer the breadth and quality of services required for this Project.
2. Response to the project objectives outlined in the scope of work: The proposed approach for performing the work for this Project, including demonstrated understanding of the scope of work for this Project and Project deliverables. Ideas that are innovative, cost-effective, sustainable and feasible for the Project will be given additional weight.
3. Experience of the personnel assigned to this project team: A firm provides the resources but the individuals assigned to a project are how the job gets done. The Committee will give weight to the individual qualifications of the project team members who will be assigned to do work on the Projects. Consideration will include the Project Manager's individual qualifications,

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experience, and location, which key personnel will be assigned to the Project, and any individual experience, qualifications, and location.

4. Schedule: Consideration will be given to the firm's ability to meet schedules and responsiveness to SCOPED staff. Once a contract is awarded, the selected firm must be in a position to begin work immediately and move quickly towards completion.

5. M/WBE: Consideration will be given to firms that have received M/WBE Designation through the State of New York.

#### **4.5 Selection Process**

SCOPE will review each SOQ and establish a list of architects, engineers and contractors who are able to perform work in compliance with applicable standards and who carry the types of insurance coverage required for this Program. The resulting list of contractors will be provided to the property owner. The property owner and SCOPED will utilize the list in the solicitation of bids and quotes for the individual projects. The list will also identify architects, engineers, and contractors that are M/WBE designated through the State of New York