

# RFQ

## Administrative, Architecture & Environmental Services

15 South Broad Street  
Norwich, NY 13815  
Telephone: (607) 334-1401  
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### NOTICE TO BIDDERS

The undersigned shall receive sealed proposals for provisions of services to the City of Norwich as follows:

**RFQ for Administrative, Architecture and Environmental Services  
For the City of Norwich's Downtown Revitalization Initiative Small Project Grants and Art Fund.**

Development Chenango Corporation wishes to retain the services of a qualified professional consultant to advise and assist with Administrative, Architecture and Environmental Services for the Small Project Grants and Art Fund awarded as a portion of the Downtown Revitalization Initiative (DRI) for the City of Norwich.

Proposals may be delivered to the Development Chenango Corporation Nominating Committee (DCCNC) at the Commerce Chenango Building, 15 South Broad Street, Norwich, New York in care of Jenna Ostrander during regular business hours (8 am – 5 pm) until no later than **3:00 p. m July 7<sup>th</sup> 2023**, late proposals by mail, courier or in person will be refused. DCC Small Grant Fund Nominating Committee will not accept any proposal which is not delivered to Commerce Chenango by the time indicated above.

All proposals must be submitted according to the terms of the specifications which can be found attached to this *"Request for Qualifications – DRI Small Project Grants and Art Fund Administrative, Architecture and Environmental Services"*. Questions regarding these specifications shall be directed to Jenna Ostrander, Economic Development Specialist at 607-334-1401 or by email at [jostrander@chenangony.org](mailto:jostrander@chenangony.org). Any interested parties should provide contact information that way any corrections or addendums can be provided to said parties. All proposals must be in writing and submitted in a sealed envelope marked "Small Project Grant Fund" clearly on the outside of the envelope. Proposals will not be publicly opened and read but will be opened and reviewed by Development Chenango Corporation Nominating Committees, whereas a recommendation will be made for the selected consultant.

Development Chenango Corporation Nominating Committees reserve the right to award the contract under this RFQ to the firm whose proposal best serves the interest of the City of Norwich. Development Chenango Corporation Nominating Committee reserves the right to reject all proposals or part thereof, not considered to be in the best interest of the City of Norwich, and to waive any technical or formal defect in the proposals.

Please take further notice that the Development Chenango Corporation and the City of Norwich affirmatively states that any contract entered into pursuant to this notice, will be without regard to race, color, sex, religion, age, national origin, disability, sexual preference, Vietnam Era status, disadvantaged or minority or women-owned business enterprises.

# **Request for Qualifications (RFQ) – Administrative, Architecture and Environmental Services for: DRI Small Project Grants and Art Fund**

## **I. Introduction**

The Development Chenango Corporation's Nominating Committees (DCCNC) for Small Project Grants and Art Fund are seeking consulting assistance for administrative, architecture and environmental services associated with the City of Norwich's Downtown Revitalization Initiative's Small Project Grants and Art Fund. NOTICE IS HEREBY GIVEN to all applicants for positions set forth more fully in a notice of publication soliciting requests for qualifications based on the outlined criteria herein.

## **II. Scope of Work**

### **a. Project Management & Grant Administration**

- i. Assist and guide the DCCNC with meeting financial, administrative, and bookkeeping requirements for the small project grants and art fund, including preparation of drawdown requests.
- ii. Lead the DCCNC with the selection, administration and implementation of projects within the fund criteria;
- iii. Assist in the preparation of design guidelines for the fund. These guidelines will be consistent with the requirements of the State Historic Preservation Office, Housing Trust Fund Corporation (HTFC), and the DRI Community. The DCCNC will enforce the standards throughout the development process;
- iv. Participation in development and coordination of the marketing, application and project selection process;
- v. Complete contract administration and compliance monitoring requirements on behalf of the DCCNC;
- vi. Completion and organization of meeting record keeping requirements, including the establishment and maintenance of acceptable filing systems;
- vii. Prepare and coordinate the submission of the appropriate documents for small project grant closeout;
- viii. Review program guidelines with selected participants;
- ix. Review of and submission of funding commitment and disbursement paperwork;
- x. Coordination of construction monitoring and site inspections;
- xi. Communication with property owners;
- xii. Collaborate with DCCNC and HTFC staff for project activities; and
- xiii. Coordinate Architectural and Environmental Services

## **b. Architecture and Environmental Services**

The DCCNC will require the services of an architectural and environmental consultant(s) to assist with services in conjunction with the small project grant and art funds. Limited architecture and environmental services are anticipated for the art portion of the fund. It is anticipated that the services could include but are not limited to:

- i. When requested, provide design review services for interior and façade renovations for properties awarded small project grant funding.
- ii. The consultant(s) will also provide inspection and monitoring of renovation/repair work to ensure construction is up to the standard set by the scope, design and requirements of the program.
- iii. Assist building owners in development of written project scopes of work that are consistent with local and state codes and design guidelines.
- iv. Prepare design documents as applicable.
- v. Prepare Environmental Review documents including forms, documentation, maps, relevant records and findings.
- vi. Submit final scopes/designs for approval through the State Historic Preservation Office's Cultural Resource Information System (CRIS).
- vii. Coordinate environmental assessment of project site(s) to determine the level of investigation required to complete the site contamination review, following program requirements and using ASTM guidelines. This would include assistance with identifying qualified environmental firms, or completion of the reviews if consultant has capacity in house. Requirements are available online, beginning on page 12:  
<https://hcr.ny.gov/environmental-compliance-handbook-0>

## **III. Qualifications:**

The DCCNC is seeking a firm that has expertise and experience necessary perform thorough and comprehensive grant consulting and administration, architecture and environmental services typical for municipalities.

- a. Experience of the firm with grant administration or similar projects .
- b. Experience of the firm with architecture and engineering review services.
- c. Experience of the proposed staff assigned to the project.
- d. Familiarity with the City of Norwich and its history.
- e. Capacity and resources of the firm to complete the assignments in an expeditious manner.
- f. Project Plan/Proposal of how to perform this administrative responsibility.
- g. Resumes of key staff members who will be involved in the programs.
- h. Company Profile and professional references.
- i. Fee to be negotiated and finalized with the selected firm.

The qualification statements are limited to 15 pages, not including cover sheet or resumes.

The qualifications statements are to be submitted to:

Jenna Ostrander  
Development Chenango Corporation  
15 South Broad Street  
Norwich, New York 13815

Six (6) copies of each qualification package are to be included in the submission and the package is to be clearly marked "Small Project Grant Fund." Non-bound submissions are preferred.

The proposals are to be submitted no later than **3:00 p.m. July 7th, 2023**. The responses will not be read aloud, however, opening and reviewed by the DCCNC where they will provide their recommendation for award of the contract. The cost of these services will be negotiated after the selection of the consultant.

#### **IV. Selection Process**

Selection of professionals shall be based on the DCCNC evaluation of the submitted material in the criteria set forth in this document. The consultant will be selected by utilizing the competitive negotiations method outlined in the Uniform Administrative Requirements. Proposals will be reviewed and ranked according to the following criteria:

- a. Technical Capacity/Capability: Technical skill of the consultant and the team members assigned to the project.
- b. Experience: Relevant experience of the consultant and individual staff members who will be assigned to the projects and references.
- c. Project Plan: Plan to assist and implement and firm capacity/availability.