



City of Norwich

One City Plaza
Norwich NY 13815

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Brian J. Doliver
Mayor

January 25, 2024

Dear Consultant:

The enclosed Request for Proposals is being distributed to consultants who are qualified to provide planning and architectural design services in connection with a New York Main Street Technical Assistance project. It outlines services sought from professional architecture and engineering firms for the feasibility of a mixed-use renovation at 13-15 South Broad Street, Norwich, NY and the creation of architect stamped plans. Proposals will be accepted until 5 PM on February 16, 2024.
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If you have any questions, please contact the City of Norwich at 607-334-1229 or via email at escrivener@norwichnewyork.net

Sincerely,

Dee DuFour
City Clerk

REQUEST FOR PROPOSALS (RFP)

City of Norwich

Planning and Architectural Design for a Mixed-Use Renovation at 13-15 South Broad Street, Norwich, NY

Introduction

The City of Norwich is seeking proposals from consultants (Consultant) that are qualified to provide planning and architectural design services in connection with a New York Main Street Technical Assistance (NYMS-TA) project. The City of Norwich was awarded \$20,000 through the NYMS-TA program for a review of the feasibility of a mixed-use renovation at 13-15 South Broad Street, Norwich, and the creation of architectural stamped plans. The building was constructed around 1930 and is approximately 21,000 square feet.

Quality downtown housing is a development and investment priority in the City of Norwich. The city is currently revitalizing the downtown through the Downtown Revitalization Initiative and an award through Restore NY. This project complements the ongoing work, and will help fill a gap of quality, affordable units. Please note that the city may develop potential applications to additional New York Main Street programs, Community Development Block Grant, NYS Empire State Development or other funding sources to assist with implementing the actions identified in the Plan.

Scope of Services

The successful Consultant will meet with the project partners including the City of Norwich and 1315 South LLC to review the building and existing layout, conditions, and other resources.

Please provide information on how your firm can provide these services and the proposed price of each. The base proposal price and alternate services should be included on Attachment A. The proposal should address personnel qualifications and experience providing these services to municipalities and other clients. The project includes:

- Planning, evaluation, and feasibility study of the building at 13-15 South Broad Street, Norwich, NY for a mixed-use renovation.
- Floor plan survey and digitization of interior, exterior, common areas, and basement of the building.
- Creation of architect stamped plans for the proposed work in the building.
- Alignment with other local, state, and federal development opportunities.
- Alternate work proposed in addition to the base proposal included in Attachment A.

Deliverables

Feasibility study and stamped architectural plans.

Compensation and Method of Payment

Compensation for all services must be related to actual performance.

Work Time Frames

Project completion shall be achieved by November 30, 2024, as stated in the NYMS-TA Grant Agreement.

General Background Information

Your proposal should address/include information pursuant to the following:

- General background and experience of your firm, particularly as this relates to architectural and engineering design, and related initiatives.
- Technical expertise in providing planning services, general advisory, and assistance to client communities, including a listing of current and recent clients.
- Experience in administering design and community development programs.
- Names of at least three references from current or recent client communities.

Selection

The Review Committee will examine all proposals in accordance with the following evaluation factors:

- General background and expertise relative to architectural and engineering design, and feasibility planning.
- The nature and quality of the proposed services and how services will be provided.
- References and experience in other communities.
- Method of compensation and total compensation required.

The city will select the proposal deemed most advantageous given the above evaluation factors.

MBE/WBE and Section 3 businesses are encouraged to submit proposals.

Submission Procedures

If you wish to submit a proposal, please submit a copy to the City of Norwich no later than **5:00 PM on February 28, 2024.**

Attn: Responses to NYMS-TA RFP
City of Norwich
One City Plaza
Norwich, NY 13815

Site Visit

The property at 13-15 South Broad Street, Norwich, NY will be available for a walkthrough between **10:00-11:00 AM on February 14, 2024.** The City of Norwich and 1315 South LLC will be present.

If you have any questions, please contact Erik Scrivener, Community Development Director at 607-334-1229 or via email at escrivener@norwichnewyork.net.

Questions will be accepted in writing until February 9, 2024.

Miscellaneous

- A. The City of Norwich reserves the right to reject any or all proposals and to conduct interviews at its sole discretion.
- B. The City of Norwich assumes no responsibility or liability for costs incurred by respondents to the Request for Proposals including any requests for additional information, interviews, or negotiations.
- C. The City of Norwich and the property owner, 1315 South LLC, may select or decline any combination of work included in the alternate proposal in Attachment A.

Attachment A: Proposal Price

Planning and Architectural Design for a Mixed-Use Renovation at 13-15 South Broad Street

Please submit the proposal price for all services in the Base Proposal section. If you choose to submit work for any of the Alternate Proposal sections, please include that also.

Base Proposal

1. Floor plan survey and digitization of existing building space including the following areas:
 - a. Exterior, basement, ground floor commercial and rental units, all common areas including the elevator, all areas of the second and third floor

Base Section 1 Pricing: \$ _____

2. Planning, evaluation, and feasibility study for all project areas listed in Section 1.

Base Section 2 Pricing: \$ _____

3. Architect stamped design drawings for all project areas.

Base Section 3 Pricing: \$ _____

Alternate Proposal

4. Prepare renderings reflective of finished project design including:
 - a. Exterior views, 2 apartment typicals

Alternate Section 4 Pricing: \$ _____

5. Specify project materials and equipment (non-furniture items)

Alternate Section 5 Pricing: \$ _____

6. Prepare bidding documents that detail the scope of work for the following trade areas:
 - a. General Contractor
 - b. HVAC
 - c. Plumbing
 - d. Electrical
 - e. Specialty trades as needed (e.g. elevator, solar electricity, fire sprinkler system, security and building access, communications, soundmasking, landscaping)

Alternate Section 6 Pricing: \$ _____

RFP Addendum No. 1

Date of Addendum: February 8, 2024

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal.

RFP

Changes listed below are in the order they appear in the RFP.

Item	Section	Description of Change
1	Site Visit	Addition of section for a walkthrough of the property at 13-15 South Broad St., Norwich on February 14 between 10-11 AM.

RFP Addendum No. 2

Date of Addendum: February 16, 2024

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal.

RFP

Changes listed below are in the order they appear in the RFP.

Item	Section	Description of Change
1	Submission Procedures	Submission deadline extended to 02/28/2024 at 5:00 PM.