

REQUEST FOR QUALIFICATIONS

Downtown Feasibility Study – Village of Canajoharie

Request: Montgomery County is seeking proposals from qualified architectural firms to provide technical assistance to downtown property owners in conjunction with an anticipated New York Main Street Technical Assistance Program grant. The purpose of the project is to undertake downtown feasibility studies for specific buildings that will position the Village of Canajoharie in Montgomery County for future New York Main Street funding. Minority-owned & women-owned businesses are strongly encouraged to respond.

Services to be Provided:

- Inspect 8+ buildings (to be identified) in the Village of Canajoharie to determine their suitability for reuse and/or rehabilitation.
- Meet with identified building owners to discuss desired renovations and budget for renovations along one identified block (3 buildings); and look at façade and renovation improvements along the next block (5 buildings).
- Provide an evaluation of each identified building including a general building condition analysis, proposed design concept renderings, scope of work, and order of magnitude cost estimates. Designs must be appropriate for the downtown's unique architectural style(s) and be consistent with the Secretary of the Interior's Standards for Rehabilitation.
- Submit final scopes/designs for approval through the State Historic Preservation Office's Cultural Resource Information System (CRIS).

NOTE: All final reports are required to have the following statement: "Developed with funding assistance from Housing Trust Fund Corporation and NYS Homes & Community Renewal. Document is property of Housing Trust Fund Corporation and the Village of Canajoharie."

Submission Requirements:

- Project approach – describe any elements in the proposed approach or the firm's project team that provide added value or uniquely qualify the firm for the project.
- Timetable for completion of project – work should be substantially completed by December 1, 2022.
- Statement of qualifications – include at least two similar projects that have been completed.
- Relevant references – minimum of three that are aware of work experience

Please note that a fee proposal is not being requested. The project budget has been set at \$21,000. We ask that you provide an appropriate project approach for the budget. Travel expenses and reimbursables should be included in the \$21,000 budget.

Evaluation Factors:

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| ▪ Understanding of the project | ▪ Management and availability |
| ▪ Approach and method | ▪ Appropriateness of timeline |
| ▪ Added Value | ▪ Qualifications and references |

Submission of Proposals: Montgomery County will accept proposals from qualified architectural firms until 4 p.m. on Friday, July 29, 2022. Proposals can be mailed or hand delivered to:

Jaclyn Hernigle, Purchasing
Montgomery County
20 Park Street, PO Box 1500 | Fonda, New York 12068

Selection and Award of Contract: Selection will be made on Thursday, August 4, 2022.

**For further information contact Andrew Santillo at 518-853-8334
or asantillo@co.montgomery.ny.us.**