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## **I. INVITATION TO SUBMIT PROPOSALS**

The Chautauqua Home Rehabilitation & Improvement Corporation (CHRIC) is seeking to retain a professional engineering consultant firm to provide final design and construction services related to the interior rehabilitation of a building located at 119 Main Street in the Village of Sherman, New York (the "Project").

## **II. PROJECT BACKGROUND**

The Project is a three story brick commercial and residential structure in a block of late 19<sup>th</sup> century two and three-story row-style buildings. The group of buildings in which it sits have been determined to be 'of architectural and historic interest' by the NY State Office of Historic Preservation, (SHPO). 119 Main had been condemned by the Village of Sherman for lack of structural integrity that included a failing rear exterior wall, a deteriorated roof, and some interior fire and water damage sustained over the years. A structural evaluation was performed in 2008 that detailed the existing conditions and recommendations for the exterior rear wall and roof. The rear wall and roof have been re-constructed, and grant funds have restored the front façade. Roof reconstruction is currently being completed after the rear wall was re-built. The building was largely gutted prior to the reconstruction work that removed all interior partitions on each of the floors. The goal is to complete the interior building rehabilitation and produce a fully functional building with a Certificate of Occupancy for all three floors. Occupancy is expected to include residential units on the second and third floors with a flexible commercial space on the first floor. The Project site is owned by CHRIC.

## **III. SCOPE OF SERVICES**

The Scope of Work shall be limited to the interior of the building in the basement, first, second and third floors to accommodate residential and commercial needs. No architectural, electrical, mechanical or plumbing designs are required under this Scope of Work. The services to be provided by the consultant are to include the following:

1. Review the structural evaluation performed in 2008 as well as the construction plans for the back wall and roof reconstruction.
2. Provide one copy of a written structural assessment to CHRIC that details the existing conditions of the interior floors and recommendations for rehabilitation based on live and dead loads for residential and commercial use. The assessment should include considerations for exterior egress in a historic structure, including consideration of an interior fire rated rear exit.
3. Provide one copy of "DRAFT" design drawings and specifications to CHRIC based on the recommendations in the structural assessment to accommodate the live and dead loads under the proposed "future" conditions. The "DRAFT"



design drawings and specifications shall be at the 100% complete phase for submission for review and comment to CHRIC.

4. Incorporate comments from CHRIC into “FINAL” design documents for use as bidding documents. Final design documents shall be prepared by a Professional Engineer licensed in New York State.
5. Assist with advertising and bidding of the Project, including appropriate copies of the design documents and preparing the advertisement.
6. Perform construction phase services to include contractor submittal reviews in conformance with current building codes and final design documents. In addition, the consultant firm shall answer any contractor “Requests for Information”.

#### **IV. PROPOSAL CONTENT**

The consultant will be selected based upon experiences, qualifications and total cost. The proposals will be reviewed and evaluated by CHRIC on all items as outlined above. Interviews and consultant short-list will not be conducted. CHRIC reserves the right to reject any or all proposals. Also, this invitation does not commit CHRIC to accept any proposals and does not obligate CHRIC for any costs associated with the preparation of the proposals.

Firms are required to submit one (1) signed original and one (1) copy of the firm’s Proposal. The Proposal shall follow the format below. The submission shall be typed on 8 ½” x 11” paper and limited to no more than 25, single-sided pages that shall be bound. Each proposal shall be accompanied by a one page cover letter, signed by an officer of the firm to commit that firm to the obligations contained in the proposal. Proposals are to be concise and specific toward describing your firm’s:

- A. Technical Approach – Describe the approach to be taken in addressing the scope of work.
- B. Related Experience and Qualifications – Describe the firm’s related experience towards similar projects.
- C. Current workload – Include the firm’s current workload and ability to complete the work within a reasonable timeframe.
- D. Fee – Include a cost breakdown of labor rates and titles of persons performing the work for each task or phase in the scope of work. The Project is not subject to prevailing wage rates. Fees should include all necessary expenses including labor, travel, reproduction costs.



## **V. PRE-PROPOSAL CONFERENCE**

CHRIC staff will be made available at a non-mandatory, pre-proposal conference on **February 9th, 2010 at 1:00 P.M. local time at 119 Main Street, in Sherman, NY.** At this meeting, respondents will have the opportunity to view the building interior and ask questions about submittal requirements of the RFP.

## **VI. TIME AND PLACE OF SUBMISSION**

Respondents will not receive compensation or reimbursement of any expenses associated with preparing and/or submitting the proposal. Respondents are required to submit one (1) original and one (1) copy of their Technical Proposal prior to 4:00 P.M. local time on **February 26th, 2010.** Responses shall be firmly sealed in individual envelopes or boxed, and contain the Respondent's name and return address. Please be advised that under no circumstances will CHRIC obligate itself to consider a response which is received after the deadline, or that does not include the basic items described above. Responses shall be delivered to:

John Murphy, Executive Director  
Chautauqua Home Rehabilitation & Improvement Corporation  
2 Academy Street  
Mayville, NY 14757-1050

CHRIC reserves the right to reject a proposal if any document or item listed in this RFP is incomplete, improperly executed, indefinite, ambiguous, and/or is missing.

## **VII. ADDITIONAL INFORMATION**

Any and all questions or requests for additional information or documents will be accepted no later than close of business on **February 19th, 2010** to:

John Murphy, Executive Director  
(716) 753-4514  
[john\\_murphy@chric.org](mailto:john_murphy@chric.org)

Prevailing wage rates do not apply to this project. CHRIC is a private, not-for-profit agency overseen by a Board of Directors made up of community representatives. CHRIC is not a government agency.