



REQUEST FOR QUALIFICATIONS

Architectural Design Services

Project: Philmont Rising - BOA Pre-development Activities

VILLAGE OF PHILMONT, NY

Issued: September 8, 2023

RFQ Submission Deadline: September 29, 2023 by 2:00PM EST

IMPORTANT NOTICE: A restricted period is currently in effect for this Procurement, and it will remain in effect until approval of the Contract. Proposers are prohibited from contact related to this procurement with any Village of Philmont or Philmont Beautification, Inc (PBI) employee other than the designated contacts listed below refer to:

Designated Contacts for this Procurement:

- For Project General Information.....Jessica Thomas, Clerk, Village of Philmont
- For Project Specific Clarifications.....Sally Baker, PBI, Project Management
- For Public Procurement Process Clarifications Rob Fitzsimmons, Esq., Village of Philmont

This RFQ is posted on the Village of Philmont website
<https://philmont.org/>

For proposal submittal, kindly adhere to the proposal submission instructions within the RFQ and upload to the following Dropbox link:

<https://www.dropbox.com/request/DXUz5jPIOxh9PeK8cV15>

PROJECT DESCRIPTION

Overview

The Village of Philmont has received a state award by the NYS Department of State (Contract C1001687 for a total project cost of \$209,072 to advance the Summit Lake and Its Watercourse Brownfield Opportunity Area Designated BOA through several pre-development activities. These include two architectural next level concept design projects for two sites owned by the Village of Philmont including: **a)** a community center with a waterfront park playground, **b)** a downtown parking area. These two projects are set within the broader context of other BOA pre-development activities that include studies, Summit Lake water quality testing, and zoning updates consistent with the objectives for desired redevelopment of selected sites within the context of Summit Lake, a 24 acre, publicly owned body of water, a critical public amenity, and as such a center catalyst of the SLWBOA as a natural resource.

Contingent upon this award, the Village of Philmont is soliciting offerors of a statement of qualifications in response to this Request for Qualifications for *only* the architectural services to assist the Village of Philmont with next level concept designs for two Work Plan tasks for the following:

- a) Design Concepts for Waterfront park, playground, and community center on the bank of Summit Lake (Subarea 1)** The selected consultant will develop draft and final design concepts for this subarea, as well as estimated construction costs.

- b) Design Concepts for Canal St. Parking Lots and Community Plaza (Subarea 2)** The selected consultant will develop draft and final design concepts for this subarea, as well as estimated construction costs.

Payment terms and fee amounts will be negotiated with the selected offeror. The fee for architectural services will be paid with DOS funds and local match.

Context and Background

Philmont Rising Pre-development projects are an out-crop of a partnership project between the Village of Philmont and Philmont Beautification, Inc., that produced the [Summit Lake and Its Watercourse Brownfield Opportunity Area \(Designated BOA\)](#). The BOA area is 247 acres in the village designated by NY state in May 2019 as a primary area of interest for revitalization.

Extensive community outreach has taken place for the next level design concepts for Waterfront park, playground, and community center on the bank of Summit Lake (Subarea 1), including re-use requirements, a topological map, community visioning and input led by the Subarea 1 Working Group, village officials, and Philmont Beautification, Inc. A community presentation used for this outreach is available at: [Summit Lake and Community Center presentation](#).

Additional site-specific concept maps are available at: [Waterfront Framework, Community Center, and Canal St. maps](#).

Work Plan

The selected consultant will develop detailed development plans for two strategic BOA sites Subareas 1 and Subarea 2 within the Summit Lake Watercourse BOA. These development plans will include various activities based on specific revitalization goals for each strategic subarea. These activities include design development, schematic designs, and cost estimates, to assess viability. This is the next step in advancing redevelopment of these underutilized, brownfields sites

into catalytic properties for revitalization.

Deliverables

1. Design Concepts for Waterfront park, playground, and community center on the bank of Summit Lake (Subarea 1)

Final Products:

- Plans and specifications advancing an existing concept plan for the area including final design concepts, elevation drawings, section drawings, perspective drawings to convey how this strategic site, streetscape, and other areas of interest have the potential to appear after development or improvements are completed.
- An order-of-magnitude estimate of probable construction cost for the selected final Preliminary Design plan.

2. Design Concepts for Canal St. Parking Lots and Community Plaza (Subarea 2)

Final Products:

- Plans and specifications advancing an existing concept plan for the area including final design concepts, elevation drawings, section drawings, perspective drawings to convey how this strategic site, streetscape, and other areas of interest have the potential to appear after development or improvements are completed.
- An order-of-magnitude estimate of probable construction cost for the selected final Preliminary Design plan.

Timeframe

The project start date is anticipated for January 1, 2024 with a finish date of January 1, 2025.

Proposals should include a consultant timeframe to include:

- Up to 3 in-person meetings: Concept visioning, initial design concepts, final deliverables.
- A schedule of up to 6 Zoom meetings attended by BOA Committee, Subarea 1 and Subarea 2 community members and open to the general public to attend.
- One public open house event to discuss preliminary designs before the final draft of deliverables.

RFQ SUBMISSION REQUIREMENTS

All responses to the RFQ shall include the following information:

1. **Cover Letter** - A letter of interest for the project.
2. **Statement of Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the proposed role of each consultant on the team. Also provide detailed information on each consultant, including the name of the firm, year established, and contact information.
3. **Summaries of relevant projects** – Describe relevant experience on similar projects for each firm and list the work experience of the individuals expected to be involved in the project. Include a minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
4. **Page Limit** - The proposal, encompassing items 1-3 above, shall not exceed 15 double-sided pages (30 total pages) including cover letter, project lists and contacts.
All information submitted becomes property of the Village of Philmont upon submission.

The municipality Village of Philmont reserves the right to issue supplemental information or guidelines relating to the RFQ as well as make modifications to the RFQ or withdraw the RFQ.

Respondents should submit one (1) digital copy (PDF) and (2) printed copies of the RFQ submission by September 27, 2023 to:

Municipality Contact Information

Mailing / Overnight Delivery of RFQ Submissions (2 copies) to:

Village of Philmont
Jessica Thomas, Village Clerk
124 Main St. PO Box 822
Philmont, NY 12565
Email: clerk@philmont.org
Tel: 518 672 7032

Upload RFQ Submission in PDF format to the following Dropbox link:

<https://www.dropbox.com/request/DXUz5jPIOxh9PeK8cV15>

Please expect a confirmation email upon receipt of the qualifications by the Village of Philmont.

If you have any questions about this project or the RFQ, please address them in writing either via U.S. mail or email to the local project manager, Philmont Beautification, Inc. to:

Local Project Manager Contact Information

Submission of RFQ Questions to:

Philmont Beautification, Inc
Sally Baker, Project Manager
Email: info@pbinc.org

Selection Process

Qualifications will be reviewed by a selection committee comprised of representatives from the Village of Philmont BOA Committee, Subarea 1 Working Group members, and Philmont Beautification, Inc. Project Manager. A short-list of consultants will be selected to submit detailed proposals for the project with a project approach, scope of services, schedule and budget with details on staffing, hourly costs and overhead. Proposals selected will be presented in-person by the consultants at interviews.

RFQ Schedule Summary:

Release of RFQ	September 8, 2023
Deadline for Submission of Questions	September 12, 2023 by 5.0PM EST
Posting of Village of Philmont’s Responses to Questions	September 15, 2023 by 5.0PM EST
Submission of RFQ Responses	September 29, 2023 by 2.0PM EST
Consultants selected for short-list	October 11, 2023
Invited proposals due	November 15, 2023
Interviews (if requested)	November 28, 2023

Consultant selection by	December 1, 2023
Project work to begin	January 1, 2024
Complete project work on or before	January 1, 2025

Evaluation of Qualifications

Respondents will be evaluated according to the following factors:

- a) Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) - 85%
- b) Experience with producing next level design concepts for municipal sites, including small community centers, parks with playgrounds, waterfronts, and multi-use downtown plazas.
- c) Ability to effectively partner with diverse community-based volunteer Working Groups
- d) References of BOA pre-development projects or similar projects
- e) Understanding of the prior community outreach and how to utilize the outcomes as building blocks for the project.
- f) Proven ability to work with committees and conduct public meetings
- g) Availability to begin work on project start date
- h) Quality, completeness, and clarity of submission - 15%

- i) MWBE firms – bonus points – 5%

Interview Framework

The Village of Philmont reserves the right to select the top two to three highly scored consultants and invite them for an interview. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal.

The interview and presentation is merely to present facts and explanation to the review committee and allow the selection committee to ask targeted questions of the consultant team. The interview and presentation, if deemed necessary by the review committee, will be held at the Village of Philmont Village Office 124 Main St, Philmont NY. The day and time will be notified to the respondents at least 2 weeks prior to the meeting. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.

Final Consultant Selection

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the Village of Philmont reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

