

# STC's Design Guidelines for Flood Prone Historic Structures: Request for Proposals

## Project Description and Preliminary Scope of Work

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*Southern Tier Central Regional Planning & Development Board (STC) will utilize NYS DOS Local Waterfront Revitalization Program (LWRP) funding to promote flood mitigation through the use of strategic building techniques. STC's in-house expertise will be used to: manage the DOS LWRP project, review local laws and regulations, coordinate final deliverables, and promote implementation at the local level. Southern Tier Central is requesting proposals from qualified consultants for assistance in the following:*

- **Workshop Cycle – Vision for Design Guidelines.** Three (3) workshop dates, times and locations will be utilized to accommodate for the large three-county region. The workshops will include the following:
  - Interactive format to allow for attendees to look at the inventory and pictures of listed structures in discussion of the aforementioned design characteristics.
  - Discussion of elevation, facades, landscaping, screening and their interaction with neighborhood context.
  - Provide images of example designs communities may want to include in the final guidelines.
  - Work to create a vision for historic preservation locally, and on a regional level.
- **Draft Design Guidelines.** STC and the selected design consultant will work to complete a draft design guideline document to discuss with the Project Advisory Committee (PAC) at the next meeting. The draft guidelines will include many or all of the aforementioned topics based on feedback from the workshop cycle.
- **Update Draft Guidelines.** Once the PAC meets and provides additional comments on the design guidelines, final changes will be made and the document will be submitted to DOS for review.
- **Public Meeting Cycle – Presentation of Findings & Draft.** Three (3) public meeting dates, times and locations will be incorporated to accommodate for the large three-county region. The public meetings will include the following:
  - Present the workshop findings and draft design guidelines for public feedback.
  - Advertise meetings through various forums to attempt for efficient outreach.
  - Provide education to improve understanding of the importance of the project, goals, and outcomes.
  - Allow attendees to offer feedback on the drafted information.

The desired completion date for the project is May 2022. Our goals are the on-time delivery of accurate project materials and the successful implementation of the findings. Professional services required are likely to include *public outreach, building renderings, site assessments/analysis, design guidelines, knowledge of floodplain development standards and cooperation with STC to generate a final document.*

Funding source for this project is LWRP funding from DOS. *Proposals shall not exceed \$32,500 with the acknowledgement that this is a cost-reimbursement project. Firms must bid on all portions of this scope of work.*

## Submittal Content

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The submittal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's project team, areas of expertise, length of time in business, MWBE status, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. Extensive descriptions of vaguely related projects are discouraged. List relevant clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. If submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm. If applicable, describe a situation in which your firm completed a project under an outside project administrator.
- **Personnel.** Provide a resume for the key people to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Project Approach.** Describe the key tasks that you believe should be accomplished to complete the project. Provide a narrative description of how you propose to execute the tasks. If applicable, discuss any unique aspects of the project, or suggest alternative approaches.
- **Project Schedule.** Describe your staff availability and ability of the firm to provide the consultation needed.
- **Budget.** A breakdown of cost for each deliverable notating staff time, travel, equipment purchase, data purchase, consumables.
- **References.**

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

## Submittal Deadline

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*One digital version* of the proposal must be received no later than 4:00 p.m. on 8/20/2021 to [syezzi@stcplanning.org](mailto:syezzi@stcplanning.org)

## Selection Process

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STC will rank firms based on these evaluation criteria (from most to least important):

- Project Approach
- Relevant Project Experience
- Firm Capacity to Perform Project
- Practicality of Budget
- Qualifications of Project Team
- Familiarity with Area and Project
- References
- and factors particular to the current project being considered.

STC will be responsible for the selection of the consultant. The following are tentative, milestone dates for the progress of this project.

**[September 2021]:** Review Proposals and conduct Interviews with the top ranked firms

**[October 2021]:** Negotiate scope of services and agreement and begin project

**[May 2022]:** Complete Project

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### **Additional Information**

Questions regarding the project may be directed by email to Stephanie Yezzi at [syezzi@stcplanning.org](mailto:syezzi@stcplanning.org)  
Southern Tier Central Regional Planning & Development Board  
8 Denison Parkway East, Suite 310  
Corning, NY 14830

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### **Additional terms and conditions:**

STC will not reimburse any firm or individual for any costs associated with the submittal of proposals or in the negotiation of a final agreement for the work being considered.

The successful consultant will be expected to enter in a standard consultant agreement for this project. If the consultant has any reservation to entering into the standard agreement, then reservations will be disclosed at the time that the proposal is submitted.

#### *Compliance with Applicable Laws*

The successful consultant shall comply with all applicable federal, state and local laws and regulations as may be applicable. Respondents are advised to review all applicable federal and state regulations prior to submitting a proposal.

The firm also agrees it will hold STC and its member counties and municipalities harmless and indemnify STC and its member counties and municipalities from any action which may arise out of any act by the firm concerning lack of compliance with these laws and regulations.

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#### *Ownership of Proposals/Freedom of Information*

All proposals submitted in response to this RFP are to be the sole property of STC and shall be subject to the provisions of New York State Freedom of Information Statue. Reports and materials developed by the successful respondent under a contract that may result from this RFP are considered public information and may not be copyrighted.

#### *Incurred Costs*

This request for proposal does not commit STC to award a contract or to pay any costs incurred in the preparation of a response to this request. STC will not be liable in any way for any costs incurred by respondents in replying to this RFP.

#### *Severability*

If any terms or provisions of this Request for Proposal shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portion of this document shall remain in full force and effect.

#### *Oral Presentation/Interview*

Respondents who submit a proposal in response to this RFP may be required to give an oral presentation Or interview of their proposal to STC. This provides an opportunity for the respondent to clarify or elaborate on the proposal. These are fact-finding and explanation sessions only and do not include negotiations. STC will schedule the time and location of these presentations/interviews. STC may or may not choose to conduct these presentations/interviews.

### *Subcontracting*

The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful respondent shall not award any portion of the work to a subcontractor without prior written approval from STC. The acceptance of any and all subcontractors shall reside with STC, and STC's decision shall be final. The successful respondent shall be fully responsible to STC for the performance, finished products, facts, and omissions of their subcontractors and persons directly or indirectly employed thereby.

### *Assigning/Transferring of Agreement*

Any successful respondent is prohibited from assigning, transferring, conveying subletting or otherwise disposing of the resulting agreement of its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from STC.

### *Amending or Canceling Request*

STC reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in the best interest to do so. STC reserves the right to decide not to consider any or all of the firms submitting information in response to this request.

### *Waiver of Informalities*

STC reserves the right to accept or reject any and all responses to this Request for Proposal, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

### *Collusion*

By submitting a proposal, the respondent implicitly states: That their proposal has not been made in connection with any other competing respondent submit a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the respondent did not participate in the RFP development process, had no knowledge of a specific contents of this RFP before its issuance, and that no employee or STC either directly or indirectly assisted in the vendor's proposal preparation. Respondent firms will be required to sign the certificate incorporated in this RFP relative to non-collusion.

### *Termination*

STC may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default, or negligence on the part of the selected respondent; or if the selected respondent fails, in the opinion of STC, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of STC.