



**The Finger Lakes Horizon Economic Development Corporation
Request for Proposal**

**Architectural & Design Services
Village of Penn Yan DRI Building Improvement Fund**

January 27, 2020

Overview

The revitalization of downtown Penn Yan will propel long-term regional prosperity and provide year-round opportunities for all residents and visitors to enjoy the area's natural assets, local foods and beverages, arts, and creative economy in an attractive and accessible destination. In alignment with the Penn Yan DRI vision statement, the Village is seeking to improve the utilization of vacant and underutilized property, attract and expand businesses, create mixed-income residential units, and attract resident's downtown.

The Finger Lakes Horizon Economic Development Corporation (FLHEDC) has been awarded funding through the New York State Downtown Revitalization Initiative (DRI) to finance a Building Improvement Fund. A \$600,000 Building Improvement Fund has been established to provide grant funding for applicants to implement interior and exterior building improvements in the Village of Penn Yan DRI area. Goals of the Penn Yan DRI Building Improvement Fund are to preserve and renovate historic downtown buildings, stimulate entrepreneurship, and promote mixed-income residential uses including upper-floor units. The fund is available to any commercial and/or mixed-use building owner within the Village of Penn Yan DRI boundary.

The FLHEDC will also be administering two additional projects that were directly awarded DRI Funds. \$300,000 was awarded to 131-147 Water Street and 120 Wagener Street to transform a currently vacant lot into 18 townhome condominiums to create additional housing for both seniors and young people. \$150,000 was awarded to 126 Main Street to convert vacant second floor space into three rental apartments. Renovations will include demolition, installation of drywall, electrical, plumbing, HVAC and window replacements.

The Building Improvement Fund will mimic many of the goals, process and requirements of the NYS Main Street Program that includes providing funds for administration of the program by the FLHEDC. Funds are also available for limited soft costs including architectural and environmental services for the Building Improvement Fund, 131-147 Water Street and 126 Main Street projects.

Scope of Services

- The FLHEDC is seeking an Architectural and Design Firm licensed in New York State that has or will obtain environmental scoping capabilities. Services to be provided will be retained to assist the FLHEDC in overall program management, design and compliance as follows: conduct an inspection of subject properties (estimated 5 to 10 properties) to gather and assemble all necessary information to properly document the existing conditions and requirements of each project, including but not limited to environmental, structural, mechanical, and electrical data.
- Assist the FLHEDC with evaluation and scoring of Building Improvement Fund applications.
- Assist with SHPO impact determination and guide projects, as necessary, to satisfy SHPO conditions.

- Prepare a preliminary schematic design for each construction/ renovation project as authorized by the FLHEDC.
- Assist projects to meet all procedures and requirements mandated in the HTFC environmental determination letter.
- Provide a cost estimate for each project, as requested by the FLHEDC.
- Oversight and coordination of building owners bidding process.
- Assist with progress inspection, and/ or completion inspection as authorized by the FLHEDC.

Submission

Please email responses by Monday February 24th, 2020 by 4:30 pm to Mike Lipari, Economic Development Specialist at mike@fingerlakesedc.com

or by mail

C/O Mike Lipari, Economic Development Specialist
 Finger Lakes Horizon Economic Development Corporation
 One Keuka Business Park
 Penn Yan, NY 14527

- Cover letter including name and contact information.
- Cost estimate to perform all work associated with the scope of services.
- New York State registered and valid architect license.
- Description of relevant project experience, including the firm’s familiarity with the New York State Main Street Grant Program.
- Examples of recent commercial, mixed-use, and/or façade projects.
- Resumes for personnel who would fulfill the contract.
- References.

Selection

The FHEDC will select a firm based on various factors including experience, competency, cost, and availability.

Total Budget

Building Improvement Fund: The total budget for the scope of services cannot exceed \$60,000.

131-147 Water St. 120 Wagener St.: The total budget for the scope of services cannot exceed \$50,000

126 Main St.: The total budget for the scope of services cannot exceed \$10,000

Questions

Please contact Mike Lipari, Economic Development Specialist at mike@fingerlakesedc.com. The deadline to ask questions is February 20, 2020.

Timeline

The selected firm will be in place in March 2020 and will be expected to start immediately.