

## **REQUEST FOR PROPOSALS**

Downtown Feasibility Studies – City of Plattsburgh

**Request:** The City of Plattsburgh is seeking proposals from qualified architectural firms to provide technical assistance to downtown property owners in conjunction with a recently awarded 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 City of Plattsburgh in Clinton County for future New York Main Street funding. Minority-owned & women-owned businesses are strongly encouraged to respond.

### **Services to be Provided:**

- Inspect 3 buildings along Margaret and Clinton Streets to determine their suitability for reuse and/or rehabilitation.
- Meet with identified building owners to discuss desired renovations and budget for renovations.
- Complete detailed analyses for each identified building including basic layouts, structural and code analysis, pro formas, cost estimates, and funding options.
- Formulate façade recommendations for each identified building.

### **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 September 2024.
- 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 \$21,100. We ask that you provide an appropriate project approach for the budget. Travel expenses and reimbursements should be included in the \$21,100 budget.

### **Evaluation Factors:**

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

Submission of Proposals: The City of Plattsburgh will accept proposals from qualified design firms until 4pm on Friday May 31, 2024. Proposals can be mailed or hand delivered to:

Courtney Meisenheimer, Director of Community Development

City of Plattsburgh  
41 City Hall Place | Plattsburgh, NY 12901

Selection and Award of Contract: Selection will be made on Friday June 7th, 2024.  
For further information contact Courtney Meisenheimer at (518) 536-7526 or  
[meisenheimerc@cityofplattsburgh-ny.gov](mailto:meisenheimerc@cityofplattsburgh-ny.gov)

Final reports must include the following statement: *This project (Project #20230306) was developed with funding assistance from Housing Trust Fund Corporation and NYS Homes & Community Renewal. Document is property of Housing Trust Fund Corporation and The City of Plattsburgh.*