

REQUEST FOR PROPOSALS

Village of Victor

Downtown Revitalization Plan

Request: The Village of Victor is seeking proposals from qualified urban design and architectural firms to provide professional architectural design and consulting technical services in conjunction with the recently awarded grant program - New York Main Street Technical Assistance Program. The purpose of the project is to provide building reuse studies for existing (and potential infill sites) buildings – as per the Village’s Downtown Revitalization Plan (prepared separately, through funding by NYS-ESD) that will minimize the negative aspects of growth while also examining how to capitalize on the beneficial aspects of growth. The results will position the Village of Victor for existing Ontario County for future New York Main Street funding opportunities. Minority-owned & women-owned businesses are strongly encouraged to respond.

Services to be Provided:

Project

- Building reuse studies for up to five buildings (to be identified, by the Village’s Downtown Revitalization Plan) in the Village of Victor to determine their suitability for reuse and/or rehabilitation.
- Meet with identified building owners, and Village representatives, to discuss desired renovations and budget for renovations.
- Provide a detailed evaluation of each identified building including a general building condition analysis, proposed design concept (three-dimensional, color) renderings, scope of work, and order of magnitude cost estimates.
- Designs must be appropriate for the downtown’s unique architectural style(s) and be consistent with the Village’s adopted Façade Guidelines and the Secretary of the Interior’s Standards for Rehabilitation.
- Submit final scopes/designs for approval through the State Historic Preservation Office’s Cultural Resource Information System (CRIS).
- Assessment of potential infill opportunities (as per the Village’s Downtown Revitalization Plan –prepared separately); assessment of site size & location; concept plans and (three-dimensional, color) renderings of proposed building; code analysis to determine feasibility of proposed concepts.
- Project closeout: final reports and recommendations.

Submission Requirements:

- Project approach
- Timetable for completion of project (work should be substantially completed by (**not later than 4-months following March 15, 2018 start date**)
- Statement of qualifications, including identification of at least two similar projects that have been completed
- Relevant references (minimum of three) that are aware of work experience

The project budget has been set at \$20,000 (NYMS-TA) + \$5,000 from the municipality.

We ask that you provide an appropriate project approach for the 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 Village of Victor will accept proposals from qualified architectural firms until **February 23, 2018 at 3:00pm**. Proposals can be mailed or hand delivered to:

Kathy Rayburn
Victor Local Development
85 East Main Street
Victor, NY 14564

Selection and Award of Contract: Selection will be made **March 5, 2018.**

For further information contact:

Kathy Rayburn
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Victor Local Development
kayburn@Town-victor-ny.us
585-742-5073