

REQUEST FOR PROPOSALS (RFP)

ARCHITECTURAL AND ENGINEERING SERVICES

108 Montcalm Street, Ticonderoga, NY

1. INTRODUCTION

The North Country Rural Development Coalition (NRDC), on behalf of the Ticonderoga Revitalization Alliance (TRA), is soliciting proposals from qualified architectural and engineering firms to provide comprehensive design and engineering services for the redevelopment of 108 Montcalm Street, Ticonderoga, NY.

The project involves the full design and engineering of multiple residential units (expected to be 4-5), two commercial spaces, and an adjacent storage area behind the commercial spaces. The final number of residential units is still under review, and the selected firm will be expected to provide feasibility analysis and recommendations to optimize the residential layout while ensuring compliance with applicable building codes and funding agency requirements.

This is a phased development project, with:

- *Phase 1 focused on the construction of the residential units (anticipated to be a mix of one- and two-bedroom apartments).*
- *Phase 2 covering the commercial spaces and storage areas.*

The selected firm will be responsible for ensuring that all designs and plans are fully compliant with all local, state, and federal regulations, including fire safety, building codes, ADA accessibility, and egress requirements. The scope of work includes, but is not limited to, all necessary architectural, structural, mechanical, electrical, plumbing (MEP), fire protection, and site planning services required for full project execution.

2. PROJECT SCOPE

The selected firm will provide complete architectural and engineering services necessary for the entire project, from design through permitting, construction, and project closeout.

Scope of Services:

A. Conceptual & Schematic Design

- Site analysis
- Development of preliminary design options based on feasibility for 4-5 residential units
- Coordination with NRDC, TRA, and funding agencies

B. Construction Documents & Permitting

- Comprehensive architectural drawings and specifications for all aspects of the project
- Preliminary cost estimates for design, construction, and materials
- Full structural, mechanical, electrical, plumbing (MEP), and fire protection engineering
- Code compliance review, including adherence to local and state regulations
- ADA compliance and accessible unit design for one unit
- Coordination of permit approvals at local and state levels, including fire safety and egress requirements

C. Construction Administration & Oversight

- Contractor selection assistance
- Review of contractor submittals and shop drawings
- Site inspections to ensure compliance with plans and building codes
- Final punch list preparation and project closeout

Additional Project Considerations:

- The final number of residential units is still under review; however, plans must be designed to accommodate 4-5 units efficiently.
- The residential units must be fully compliant with New York State Homes and Community Renewal (HCR) Design Standards, with at least one ADA-accessible first-floor unit.
- All egress, fire safety, electrical, and plumbing systems must be designed to fully support both the residential and commercial spaces.
- The storage space will be located behind the two commercial units.
- The residential portion of the building will have an entrance and egress on Burgoyne Avenue, with a separate address.
- A land survey is currently in progress and will be provided to the selected firm.

- The project is currently undergoing roof replacement, structural stabilization, asbestos and mold abatement, electrical installation, and facade restoration.
 - If the total project cost exceeds DRI funding, separate performance and surety bonds will be obtained for each additional funding source as required.
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3. PROPOSAL REQUIREMENTS

Interested firms must submit a proposal that includes the following:

A. Firm Background & Experience

- Overview of firm qualifications and relevant project experience
- Key personnel and their roles
- Experience with publicly funded and/or mixed-use development projects

B. Project Approach & Timeline

- Narrative describing the firm's approach to completing the scope of work
- *Detailed project schedule, including key milestones and firm deadlines*

C. Fee Proposal

- Detailed cost breakdown for all services, including any optional additional services
- Hourly rates for key personnel
- Any reimbursable expenses

D. MWBE & Section 3 Participation

NRDC encourages participation from Minority and Women-Owned Business Enterprises (MWBE) and Section 3 businesses. Proposers should identify any MWBE or Section 3 participation within their team.

4. SELECTION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

Category	Points
Firm's experience & qualifications	25
Approach & understanding of project	25
Proposed timeline & project management	20
Fee proposal & cost-effectiveness	15
MWBE/Section 3 participation	10
References & past performance	5
Total Possible Points	100

5. SUBMISSION REQUIREMENTS

Interested firms must submit one (1) electronic copy (PDF) of their proposal via email to:

 info@northcountryruraldevelopment.org

The subject line should read:

"RFP Submission – 108 Montcalm Architectural & Engineering Services"

 **Submission Deadline: March 17, 2025**

Late submissions will not be considered.

6. QUESTIONS & CONTACT INFORMATION

For questions regarding this RFP, please contact:

 Nicole Justice Green and/or Glenn Swajger, 518-585-6366

 info@northcountryruraldevelopment.org