

**The Batavia Development Corporation  
Request for Qualifications**

**Architectural & Design Services  
City of Batavia Downtown Revitalization Initiative  
Building Improvement Fund**

**November 26, 2018**

**Overview**

Batavia is “All In” to reshape its urban core by embracing and celebrating its rich entrepreneurial history, fostering cultural appreciation and creating vibrant places for all to enjoy. In alignment with the Batavia Downtown Revitalization Initiative (DRI) Investment Strategy the city will seek to foster more arts, culture & entertainment, healthy living & wellness, and prosperity for all.

The Batavia Development Corporation (BDC) has been awarded funding through the New York State Downtown Revitalization Initiative (DRI) to finance a Building Improvement Fund within the DRI Boundary Area/ Batavia Business Improvement District (BID) in the City of Batavia. A \$600,000 Building Improvement Fund has been established to provide grant funding for applicants to implement interior and exterior building improvements in the BID for commercial and mixed-use structures. Filling vacant and underutilized structures has been a common goal across many of Batavia’s planning efforts including the Brownfield Opportunity Area (2015), The City’s Comprehensive Plan (2016), and the Downtown Revitalization Initiative (DRI) Investment Strategy (2018).

The 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 BDC and also providing funds for limited soft costs including architectural and environmental services. The fund is available to any commercial and/or mixed-use building owner within the BID/ DRI boundary.

**Scope of Services**

- The BDC is seeking an Architectural and Design Firm licensed in New York State that has or will obtain environmental scoping capabilities. Services to be provided by professionals licensed in NYS will be retained to assist the BDC 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 BDC with evaluation and scoring of applications.
- Assist with SHPO impact determination and guide projects, as necessary, to satisfy SHPO conditions.

***The Batavia Development Corporation is an equal opportunity provider and employer.***

- Prepare a preliminary schematic design for each construction/ renovation project as authorized by the BDC.
- Provide a cost estimate for each project, as requested by the BDC.
- Prepare plans, drawings, and specifications for construction/ renovation/ modernization projects.
- Assist with bid services for each project to include requests for proposals, respond to questions during bid period, issue addenda as necessary.
- Bid evaluation and recommendation to award.
- Assist with progress inspection, and/ or completion inspection as authorized by the BDC.

### **Submission**

Please email responses by Friday December 21<sup>st</sup>, 2018 by 4:30 pm to Rachael Tabelski, Director of Economic Development at [rtabelski@bataviadevelopmentcorp.org](mailto:rtabelski@bataviadevelopmentcorp.org)

or by mail

C/O Rachael Tabelski, Director of Economic Development  
 Batavia Development Corporation  
 One City Centre  
 Batavia, NY 14020

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

### **Total Budget**

The total budget for the scope of services cannot exceed \$45,000.

### **Questions**

Please contact Rachael Tabelski, Director of Economic Development at [rtabelski@bataviadevelopmentcorp.org](mailto:rtabelski@bataviadevelopmentcorp.org). The deadline to ask questions is December 17<sup>th</sup>, 2018.

### **Timeline**

The selected firm will be in place in January 2019 and will be expected to start immediately.