

Request For Qualifications

Village of Williamsville, New York

Williamsville Water Mill
East Spring Street
Williamsville, New York 14221

August 24, 2009

Prepared by:

Preservation Studios LLC
The Pierce Arrow Building
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www.preservationstudios.com

I. Project Overview

A. Summary of Recent Project Activities

The Village of Williamsville (“Village”) acquired the Williamsville Water Mill located on East Spring Street in the Village (“Mill”) in 2005. On December 15, 2008, the Village retained Preservation Studios LLC (“Preservation Studios”) to study re-use options for the Mill.

As part of that study, on January 24, 2009 and on March 10, 2009, the Village hosted a pair of community meetings at which citizen input was gathered about possible re-use ideas. The public input collected at those meetings culminated in a Final Re-Use Report (“Report”) prepared by Preservation Studios.

A copy of the Report can be obtained by visiting:

- Village’s website: www.village.williamsville.ny.us
- Preservation Studios’ website: www.preservationstudios.com

B. Next Steps

In the Report, Preservation Studios recommended, among other things:

- Consideration by the Village of a “Village Square” approach to restoring the Mill and
- Engagement of a project architect to design and facilitate the Village Square and Mill restoration projects.

II. Request For Qualifications

The Village is issuing this Request for Qualifications (“RFQ”) in furtherance of the recommendations made in the Report. The Village is seeking a description of your firm’s qualifications to provide the following services, as required, in connection with the design of a Village Square and the restoration of the Mill (“Services”):

- Schematic/preliminary design
- Design development drawings
- Construction/contract documents
- Bidding
- AIA contract and project administration

- Coordination with review agencies (including presentations, modifications and follow-up, as necessary)
- Construction oversight and monitoring
- Archeological and/or artifact services, if required

Please note that the Village anticipates that the source of funds to pay the fees and costs associated with the Services will be NYS Environmental Protection Funds. Accordingly, all of the Services must be rendered in compliance with the requirements of the NYS Office of Parks, Recreation and Historic Preservation (“Parks”).

III. Content, Instructions and Selection Process/Schedule

A. Each response to this RFQ should contain at least the following content:

- Qualifications: A brief description of your firm, including its history and its direct experience with:
 - Recent relevant projects
 - Projects approved by Parks
 - Historic preservation planning and
 - Mixed-use developments
- Proposed Project Team: Respondents should include a resume of each person who will bear primary work responsibility for the Services. Identify each such person’s participation in past projects with the firm (or under separate employment) that may specifically qualify them to provide the Services. Additionally, persons with primary work responsibility must meet the minimum qualifications of education and experience for a professional related to their specific responsibility for this project (please see Exhibit A, attached). The Services also will be subject to certain affirmative action and minority and women-owned business enterprises requirements, substantially in the form attached as Exhibit B.
- Technical: Generally describe the approach to be taken to provide the Services which demonstrates the firm’s understanding of the objectives of the Mill project. Describe in detail the firm’s ability to complete the Mill project.
- Project References: Give name, address, phone number and e-mail address of client representatives for at least three (3) projects you have completed which you consider closely related to this project. Briefly describe the scope and budget of each such project.

- Sub-consultants or sub-contractors: Identify proposed sub-consultants and/or subcontractors who will be involved in the Mill project, if any. Include the information described above for each sub-consultant and sub-contractor.

B. Instructions

Responses to this RFQ must be received by the Village at its office by 4:00 p.m. on September 21, 2009. The address of the Village's office is:

Village of Williamsville
5565 Main Street,
Williamsville, New York 14221
Attn: Lynda Juul, Village Administrator

C. Section Process/Schedule

The Village anticipates the following process and schedule to select a project architect for the Mill project:

- RFQ Issued: August 24, 2009
- RFQ Responses Due: September 21, 2009
- Phone Interviews: October 1 to 14, 2009
- In-person Interviews: November 1 to 14, 2009
- Selection Announced: December 2009

This selection process and schedule remains subject to change at the discretion of the Village.

D. Additional Requirements:

- Questions regarding this RFQ should be directed via email to Preservation Studios at:
 - Thomas Yots at tomyots@verizon.net or
 - Jason Yots at jaypreserves@roadrunner.com
- The Village reserves the right to reject any and all RFQ responses for any reason or no reason. Submissions will not be returned to applicants and will become the property of the Village once submitted.
- No person or entity may submit more than one (1) RFQ response, either directly or by agent.

- Expenses incurred in the preparation of the RFQ responses are borne by the applicant with the understanding that the applicant may not apply to the Village for reimbursement.
- Each RFQ response must be submitted as follows: (a) two (2) original 8.5" x 11" copies and (b) one (1) digital copy (preferably PDF on a compact disk) of the submission. Each submission must be accompanied by a cover letter, executed signed by an authorized person, which includes the e-mail address to which a confirmation of receipt may be sent.
- Faxed or e-mailed submissions will not be accepted.
- During the phone interview portion of the selection process, candidates will be asked to discuss, among other things:
 - Their estimated fees and costs to provide the Services
 - Any objections to the Village's ownership of intellectual property arising from the Services (eg, CAD drawings)
 - Their ability to prepare for and attend multiple public meetings relating to the Project

EXHIBIT A

Minimum Qualifications for Professional Education and Experience as related to Historic Preservation Projects

For the purposes of this RFQ, “professional” shall mean an individual practicing in the areas of architecture, engineering, landscape architecture, archaeology or historic preservation. In the following definitions, a year of full time professional experience need not consist of a continuous year of full time or part time experience. These qualifications define the minimum education and experience required. In some cases, additional areas or levels of expertise may be determined necessary depending on the complexity of the project and the nature of the property involved.

To the extent that any of the following disciplines apply to the Services, the minimum qualifications for each will be:

A. Archaeology: a graduate degree in archaeology, anthropology or a closely related field plus:

- At least one full year of full time professional experience or equivalent specialized training in archaeological research, administration or management; and
- At least four months of supervised field and analytic experience in general North American archaeology; and
- Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric (i.e., pre European settlement) archaeology shall at have least one year of full time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full time professional experience at a supervisory level in the study of archeological resources of the historic period.

B. Architecture, engineering or landscape architecture: a professional degree in architecture, engineering or landscape architecture plus at least three years of full time professional experience; or a State license to practice.

C. Historic architecture, historic engineering or historic landscape architecture: a professional degree in architecture, engineering or landscape architecture, or a State license to practice; plus one of the following:

- A graduate degree in historic preservation, architectural history, preservation planning or a closely related field and at least two

years of full time professional experience on historic preservation projects; or

- At least three years of full time professional experience on historic preservation projects.

D. Historic preservation:

- A graduate degree in preservation, architectural history, art history, historic preservation planning or a closely related field, plus two years of full time professional experience on historic preservation projects; or
- A bachelor's degree in historic preservation, architectural history, art history, preservation planning or a closely related field, plus four years of full time professional experience on historic preservation projects; or
- Completion of a recognized training program in historic preservation, or a bachelor's degree in an unrelated field, plus five years of full time professional experience on historic preservation projects; or
- Ten years of full time work experience on historic preservation projects.

EXHIBIT B

Affirmative Action and Minority and Women Owned Business Enterprises Requirements

1. The consultant/contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group persons and women are afforded equal opportunity without discrimination. Such programs shall include, but not be limited to, recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.

2. At the request of the NYS Office of Parks, Recreation, and Historic Preservation ("Parks") and the Village, the consultant/contractor shall request each employment agency, labor union, or authorized representative of works with which it has a collective bargaining or other agreement or understanding and which is involved in the performance of this contract to furnish a written statement that such employment agency, labor union or representative shall not discriminate because of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will cooperate in the implementation of the consultant's/contractor's obligation hereunder.

3. The consultant/contractor will state, in all solicitations or advertisements for the employees placed by or on behalf of the contractor in the performance of this contract, that all qualified applicants will be afforded equal employment opportunity without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

4. The consultant/contractor will include the provisions of paragraphs (1) through (3) of this subdivision in every subcontract or purchase order in such a manner that such provisions will be binding upon each subcontractor or vendor as to its work in connection with the contract with the Village.

5. Every consultant/contractor and subcontractor shall submit to the Village such compliance reports relating to the implementation of its affirmative action and minority and women-owned business enterprise utilization plan as shall be requested by Parks.

6. The consultant/contractor and its subcontractors shall make good faith efforts to meet goal requirements of the project agreement. Good faith efforts may include:

- a. Advertisement in appropriate general circulation, trade and minority and women-oriented media;
 - b. Timely notice of job and contract opportunities;
 - c. The development and maintenance of lists for purposes of notifying minorities and women of employment and contracting opportunities; and
 - d. Maintenance of records required by Parks documenting the contractor's actions, which identify minorities and women soliciting employment and contract opportunities.
7. Sanctions may be imposed for a consultant's /contractor's failure to comply with these requirements.

Prior to the award of the contract, the successful bidder shall submit an (Affirmative Action Plan or Affirmative Action Policy Statement) and a Minority and Women-Owned Business Enterprise Utilization Plan. The consultant/contractor shall be responsible for submitting Affirmative Action/Equal Employment Opportunity and Minority and Women-Owned Business Enterprise Compliance Reports and making good faith efforts to meet Affirmative Action/Equal Employment Opportunity and Minority and Women-Owned Business Enterprise goals. Sanctions may be imposed for failure to comply with Affirmative Action/Equal Employment Opportunity and Minority and Women-Owned Business Enterprise contract requirements.