

PERRY PUBLIC LIBRARY
70 N. Main Street
Perry, NY 14530
perry.owwl.org

**REQUEST FOR PROPOSAL FOR
BUILDING CONDITION SURVEY for Perry Public Library for**

- (1) Building Condition Survey of Building at 70 N. Main**
- (2) Recommendations for prioritizing projects**
- (3) Evaluation and estimate of adding an elevator to the existing space.**

August 2024

Proposals Due September 1, 2024

1. Notice of Request for Proposals

The Perry Public Library (PPL), a historic Carnegie Library established in 1913-1914, seeks proposals from qualified architects or firms to conduct a comprehensive building plan to include:

- Building condition survey.
- Prioritization of necessary repairs and maintenance.
- A feasibility study for adding an elevator to the existing space.

The Perry Public Library Budget Committee will review proposals and recommend a firm to the full seven-member Library Board.

2. Project Description

The project scope encompasses three key deliverables:

- **Building Condition Survey:** A detailed assessment of the library building's current condition, identifying any structural, mechanical, electrical, or cosmetic deficiencies.
- **Prioritization Recommendations:** A prioritized list of repair and maintenance projects based on urgency and cost-effectiveness.
- **Elevator Feasibility Study:** An evaluation of the possibility of adding an elevator to the existing library space, including technical feasibility, cost estimates, and potential impact on historical features.

3. Eligibility

Proposals are welcome from certified architects or firms with experience in:

- Building condition surveys for historic buildings
- Architectural restoration and renovation
- Accessibility modifications for public buildings in New York State

4. Submission Instructions

- **Deadline:** Proposals are due by **September 1, 2024.**
- **Submission Method:** Submit proposals electronically to Library Director Jessica N. DeMarte at jdemarte@owwl.org.
- **Contact Information:** Questions regarding the RFP should be directed to Ms. DeMarte at 585-237-2243 (library) or 585-237-5954 (office).

5. Proposal Requirements

Proposals must address the following criteria:

- **Firm Qualifications:** Detail your firm's experience in conducting building condition surveys, particularly for historic buildings. Showcase relevant past projects and client testimonials.
- **Project Team:** Introduce the individuals who will be leading the project, highlighting their qualifications and experience.
- **Approach & Methodology:** Describe your proposed approach to conducting the survey, including the level of detail, testing procedures, and reporting format.
- **Timeline:** Provide a proposed schedule for completing the project.
- **Cost Proposal:** Clearly outline your fees for each project component (survey, recommendations, elevator study).
- **References:** Include contact information for at least three professional references.
- **Conflict of Interest:** Disclose any potential conflicts of interest your firm may have.

6. Selection Criteria

The Library Budget Committee and Board will evaluate proposals based on the following factors:

- Demonstrated experience and expertise in building condition surveys for historic buildings
- Qualifications of the proposed project team
- Clarity and comprehensiveness of the proposed methodology
- Competitiveness of fees
- Alignment with the project timeline

7. Confidentiality

The RFP and all received proposals will be kept confidential, except for previously public information. They will solely be used for proposal evaluation.

8. Additional Considerations

- While the library anticipates selecting a single firm for all three services, proposals may offer alternative approaches.
- Proposals should clearly illustrate your understanding of historic preservation and its importance to the Perry Public Library.

9. Non-Discrimination and Affirmative Action RFP Provisions

It is the policy of Perry Public Library to comply with all federal, State, and local laws, policies, orders, rules, and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status

Each proposing respondent must represent and warrant that, if successful in obtaining a Contract, it shall (i) comply with the provisions of this section relating to Non-Discrimination and Affirmative Action and (ii) require its Contracting Parties and/or employees to comply with any and all federal, State and local law, policy, orders, rules and regulations which prohibit unlawful discrimination in employment or hiring because of the race, creed, color, national origin, sex, sexual orientation, age, disability or marital status of any individual.