

## REQUEST FOR PROPOSALS

### Architectural and Engineering Services

The Jefferson County Soil & Water Conservation District (District) intends to contract with a local design professional firm to provide architectural and engineering services for the alterations to an existing building. This one-story building is located at 25451 NYS Route 12, Watertown, NY, is approximately 2160 square feet, and is intended to be occupied by the District's administrative team.

#### Qualifications:

- Strong space planning;
- Architectural design and construction;
- Contract administration experience for projects involving structural, mechanical, electrical and plumbing engineering and ADA compliance.

Although the primary design tasks will be in these areas of expertise, the architectural and engineering scope will also include fire protection/fire alarm engineering, energy efficiency and the design of some minimal site improvements.

The selected professional firm will also be required to provide the necessary services for the District to obtain any permitting required from authorities. Having jurisdiction such as, but not limited to, permits for building renovations, site planning and zoning permits.

Proposals with qualifications must be submitted to the District at 21168 NYS Route 232, Watertown, NY or by mail: PO Box 139, Watertown, NY 13601 by December 28, 2018 at 3:30 pm. Proposals will be evaluated on the following criteria:

- Ability to provide the services in a timely manner;
- Experience working on projects similar in size and scope;
- Ability to provide us with accurate cost estimates;
- Firm's physical location;
- Experience of the staff proposed to be assigned to a project design team;
- Outside consultants proposed to be included in the scope of design services;
- Approximate cost of architect/engineering services to complete work (please no percentages).

Firms submitting proposals must also provide evidence of registration to do business in the State of New York, a letter stating the firm is not barred from doing business with the State or Federal Government, a current Certificate of Professional Liability Insurance and Taxpayer ID number.

Prior to final selection, the preferred firm will be contacted to meet with District officials to discuss the scope of proposed services and associated fee.

Questions can be directed to Christine Watkins, Executive Director, (315) 782-2749.