

Town and Village of Canton, New York
REQUEST FOR PROPOSALS
Municipal Building Facility Needs Assessment

The Town and Village of Canton are seeking proposals from qualified architectural, engineering, or other technical service firms to provide a comprehensive, professional facilities condition analysis and needs assessment for the Municipal Building located at 60 Main Street in Canton.

The Municipal Building houses the Town and Village administrative offices, including Supervisor and Mayor, Clerks, Economic Development, Code Enforcement, Assessor, Historian, and Village Superintendent. In addition, it is home to the Town Court, the Village Police Department, and the Canton Chamber of Commerce. The Town and Village share use, oversight, maintenance, and financial responsibility for the building.

The purpose of the assessment is to provide comprehensive documentation and analysis of the Municipal Building's current and prospective condition and use. This analysis will be used to plan and prioritize capital improvements, building use, and maintenance requirements, and to assist with planning building use and staff/office placement, allocating operating budgets, and establishing on-going maintenance schedules.

Scope of Services

In consultation with appropriate Town and Village staff, the selected firm will provide a building use needs assessment for the short and long term, analysis of building program needs and where to meet the growing demands of municipal operations, and a recommendation for how best to obtain efficiencies in the building.

The final Scope of Services required by the Town and Village shall be set forth in the contractual agreement with the selected firm. For purposes of this RFP, the Scope of Services shall consist of the following:

Task 1 - Space/Facility Needs Study - With department representatives, determine and catalogue existing services, personnel and equipment of the departments located in the Municipal Building; determine programmatic space needed for each department to provide the intended services for the short-term (5 to 10 years) and long-term (10+ years); examine the facilities in which these departments are currently housed to determine adequacy to provide intended services.

Task 2 - Municipal Building Site Analysis - Conduct a site analysis to determine if the current Municipal Building adequately serves the needs of the Town and Village departments in its present state and if the site could support an expanded building or increased intensity of use within the existing building in the future.

Task 3 - Building Analysis - Perform a building analysis of the Municipal Building that will include thorough inspection, description and determination of the condition of various building systems as installed within the buildings; identify system capacity, i.e. is the existing

system currently being used in excess of its capacity or is there available capacity within the system for increased growth.

Task 4 – Final Report - Prepare a final report detailing results of the study and providing cost estimates for all required upgrades and improvements.

Prospective firms will be required to provide team qualification, proposed work plans, proposed schedule, and other related items as part of the proposal. The deadline for submitting proposals is 4:00PM on Friday, April 12, 2019. Please submit written proposals to the attention of Town Clerk Lisa Hammond c/o Municipal Building Needs Assessment Team, 60 Main Street, Canton, NY 13617.

Questions may be directed to Town Supervisor Mary Ann Ashley (mashley@cantonny.gov) or Mayor Michael Dalton (mdalton@cantonny.gov).

The Town and Village of Canton are equal opportunity employers. More information can be found at www.cantonny.gov.