



**VILLAGE OF AMITYVILLE DOWNTOWN REVITALIZATION INITIATIVE FAÇADE PROGRAM
REQUEST FOR QUALIFICATIONS (RFQ)
STOREFRONT FAÇADE CONSTRUCTION CONTRACTORS**

RFQ No. 24-01

RFQ Issue Date: May 13, 2024

Qualifications Due Date: June 14, 2024

Summary Information

The Village of Amityville (“VOA”) requests qualifications from construction firms to perform various construction projects for commercial façade improvements for its Village of Amityville Downtown Revitalization Initiative Façade Program (“Program”).

The Program provides grant funding to brick-and-mortar commercial properties to improve street-facing façades. Program applicants can apply for up to \$100,000 in grant monies from the Commercial Storefront Revitalization Fund (“CSRF”) for said façade improvements. Program applicants will need to show evidence of a 20% investment in the project. This storefront revitalization fund will provide grants to renovate building exteriors within the DRI area. This is a competitive reimbursement grant. There will be a scoring process to determine the winners. Upon completion, the awardee will be reimbursed 80% of the awarded amount.

Through this RFQ, the VOA will be pre-qualifying General Contracting firms to construct the façade improvements under the Program on a project-by-project basis. This will enable the VOA to streamline the storefront renovations, simplify the process for small business in selecting a contractor, and ensure all requirements are met. The pre-qualified firms will be expected to work with the VOA appointed program administrator Vision Long Island (“VLI”) and VOA-approved Program grantees. Each approved contractor will remain on-call from the date approved by the VOA throughout the duration of the contract. When the VOA has approved a Program grantee, the grantee can select a minimum of 2 firms from the list of prequalified contractors to provide a bid for their specific project.

To effectively accomplish our objectives under the Program, the VOA is soliciting information from qualified parties with experience in rehabilitation and construction of main street storefront façades.

Submission Requirements:

Due Date: June 14, 2024 2 p.m. (prevailing time)

Delivery: Vision Long Island submission

Deliverables: One (1) electronic copy submitted to Vision Long Island



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Respondents should submit their proposal package using the dedicated form submission link. The proposal should be combined into one file in PDF format.

Hard copies should be mailed to:

Vision Long Island
24 Woodbine Ave
Suite 2
Northport, NY 11768

The proposal submissions and questions concerning the content of this RFQ should be addressed to:
Attention: Amityville RFQ Administrator Projects@visionlongisland.org

IMPORTANT BID NOTIFICATION ANNOUNCEMENT

Please note any amendments must be submitted via email prior to the deadline.

Question and Answer

All questions regarding this RFQ should be submitted via email. Any updates to the RFQ will be posted at <https://www.amityvilledri.com/facade-program>.

Equal Employment Opportunity

The Contractor will be required to comply with all applicable Equal Employment Opportunity requirements. The Contractor must assure that applicants and employees are not discriminated against based on race, color, religion, disability, ancestry, national origin, age, sexual preference, sexual orientation, gender identity, gender expression, or political and/or union affiliation.

Background Information

As part of the NYS Downtown Revitalization Initiative (DRI), the Village of Amityville was awarded \$600,000 to implement a "Commercial Storefront Revitalization Fund". The storefront revitalization fund will provide grants to renovate building exteriors within the DRI area. Upgrades must be in line with the Village character and a historical nautical theme. Projects may include upgrading entrances, windows, doors, steps, lighting, signage, awnings, and related masonry, electrical and carpentry work. Awards will be between \$5,000 and \$100,000 each.



Village of Amityville Downtown Revitalization Initiative Façade Program

Scope of Services

The Village of Amityville Downtown Revitalization Initiative Façade Program provides funding to renovate and improve commercial storefronts and facades. The VOA is seeking contractors willing and able to work on these projects by performing the following tasks:

- Window repair and replacement
- Storefront replacement
- Business exterior signage and/or awnings
- Exterior painting
- Brick pointing and other masonry work
- Exterior ADA improvements
- Exterior electrical work
- Exterior trim work/finish carpentry and siding
- General labor
- Door repair & replacement
- Other identified tasks on a project-by-project basis

Budget:

This program is funded by Commercial Storefront Revitalization Fund (“CSRF”) dollars. Wages paid on this project shall not be less than the prevailing wages determined by the Federal Davis-Bacon Act as set forth in the contract documents.

Façade renovation projects will range from \$5,000-\$100,000 as preapproved by the VOA SFPC.

Evaluation Process

The qualifications will be reviewed by the Village of Amityville, Storefront Façade Program Committee (“SFPC”), and Vision Long Island.

1. Vision Long Island will check responses against mandatory criteria.
2. Formal interviews with respondents may be scheduled at the discretion of the VOA and SFPC
3. During the evaluation process, the VOA reserves the right to request additional information or clarifications from the respondents or to allow or waive corrections, errors or omissions.
4. Vision Long Island will review each response submitted and shall recommend to the VOA and the SFPC, a list of respondents based upon their response to this RFQ.

RFQ Anticipated Timeframe

RFQ Issue Date	May 13, 2024
Due Date for Proposals	June 14, 2024 2 p.m. (prevailing time)
Notification of firms	TBD



Final Selection

The SFPC will select firm(s) after receiving the recommendations from VLI.

All responses, including attachments, supplementary materials, addenda, etc. shall become the property of the VOA and will not be returned. The VOA shall have the right to verify the accuracy of all information submitted and to make sure investigation as it deems necessary to determine the ability of each applicant to perform the obligations in the response. The VOA, in its discretion, reserves the right to reject any response when the available evidence or information does not satisfy the VOA that the applicant is qualified to carry out properly the obligations of the response. The VOA reserves the right to reject any or all qualifications submitted. They shall be the sole judge as to which, if any, applicant best meets the selection criteria. The VOA reserves the right to reject any proposal for failure to comply with the requirements of this RFQ. The VOA further reserves the right, in its sole discretion, to waive any such defect(s) or failure(s). Submission of a response indicates acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the response submitted and confirmed by the VOA and SFPC. The VOA will not reimburse firms for any expenses incurred in preparing responses to this RFQ. This form is submitted subject to errors, omissions, and/or withdrawal without notice by the VOA at any time.

Selection Criteria

Qualifications will be evaluated using the criteria below:

1. Mandatory Elements
 - a. The respondent, including any and all team members, must have no conflict of interest with regards to any other work performed by the respondent for the VOA or related entity, nor any conflict of interest with the Village of Amityville.
 - b. The respondent must adhere to the instructions contained in this RFQ in preparing the submitted proposal.
 - c. The contractor must be licensed to work in Suffolk County and hold necessary insurances.
2. Technical Qualifications
 - a. Experience and expertise
 - b. The firm's past experience on comparable projects
 - c. The qualifications of the firm's professional personnel to be assigned to the engagement with the VOA.
 - d. Fee information
 - e. MBE/WBE Participation

RFQ SUBMISSION REQUIREMENTS

Each submission must include the following:

1. Title Page – include the Contractor's name, contact person and contact information
2. Table of Contents
3. Qualifications - Provide a brief narrative that explains why your firm is well qualified to perform this work, including prior relevant façade improvement and renovation experience.



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- a. References – Provide three (3) references from other entities or clients for whom you have performed similar work. Include the reference’s name, title (if applicable), direct telephone number, and email address. Please include photographs of completed work
4. Firm Profile - Provide a brief profile of your firm.
5. MWBE Narrative – State, as succinctly as possible, how your firm will incorporate Minority and Women-Owned Business Enterprise (MWBE) participation on the contract. MWBE participation can be satisfied by (MWBE requirements of 22% for MBE and 10% WBE):
 - a. Ownership/partnership of firm;
 - b. Use of minorities and/or women as part of consultant team;
 - c. Focus on MWBE clients or businesses for sourcing materials and sub-contractors
6. Pricing methodology - Describe your preferred fee structure and current rates. Please note any other factors that you deem significant
7. Describe your experience working with NYS DRI Funding, federal prevailing wage rates, and State Historic Preservation Office requirements
8. Other information – Please provide any other information which you believe is pertinent to the VOA’s consideration of your firm. Please limit your response to this question to no more than one (1) page.
9. Contractors must supply proof of proper insurance: Proof of insurance must include general liability coverage in a minimum amount of one million dollars and workers' compensation coverage. The Village of Amityville, State of New York and the Housing Trust Fund Corporation must be listed as additional insured.
10. The bids or proposals for all activities must be submitted directly to the Village (Vision Long Island) by the contractor.

INQUIRIES

All questions regarding this RFQ should be submitted via email at programs@visionlongisland.org.