

**Town of Parish  
2938 East Main Street  
P.O. Box 66  
Parish, NY 13131  
(315) 625-4507**

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## **REQUEST FOR PROPOSALS**

### **TOWN OF PARISH HIGHWAY DEPARTMENT BUILDING REPAIRS AND IMPROVEMENTS**



#### **PURPOSE:**

This project will address concerns with the highway building's structural issues and repair, including the roof replacement; steelwork; concrete flooring replacement and improved drainage; options to upgrade heating system; and possible replacement of oil and water separator. The Highway Department office and garage is located on Dill Pickle Alley, Parish, NY 13131. The project director is Craig Petit, Highway Superintendent. We are requesting proposals for engineering/architectural services for the purpose of scoping the project, help in preparing grant and/or financing applications (specifically to Rural Development for the Community Facilities program, but could also include other sources), and cost estimate documentation to support those funding requests.

#### **SCOPE OF WORK:**

The town wishes to contract for engineering and/or architectural consultant services to assist in scoping repairs needed to the highway barn, prepare cost estimates of anticipated costs and to help the town prepare for a USDA Rural Development Community Facilities program application and other grant and financing opportunities. Consultant should include the following:

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- 1) Cursory building conditions assessment to determine general need for repairs.
- 2) Cost for new rubber roof.
- 3) Cost for replacement of structural beams.
- 4) Cost for removal and replacement of concrete floors, including drainage grating.
- 5) Possible oil and water separator upgrade.
- 6) Update heating system.
- 7) Cost of any other recommended building repairs important to the useful life of the building.

**PROPOSAL REQUIREMENTS:**

The contract will be awarded based on the consultant's knowledge, experience and approach to addressing our specific needs, along with cost of services. The town of Parish reserves the right to reject any or all responses, and to engage in simultaneous detailed discussion with two or more consulting firms.

Interested consultants should submit the following:

1. Statement of qualifications should include three to five references of projects in similar-sized communities.
2. Statement of the problem as understood by the consultant and the consultant's approach to the project.
3. Estimate of consultant's fee.

**SUBMISSION INSTRUCTION:**

Questions can be directed to Craig Petit at (315) 706-9392.

Consultants should submit proposals by **January 17, 2020** to:

Parish Town Clerk, Kelly Reader  
P.O. Box 66  
Parish, NY 13131