

Village of Perry

REQUEST FOR PROPOSALS (RFP)

To Provide:

Architectural/Engineering Design Services for Transforming the Assembly Hall

Due: 2:00 PM, Monday, October 15, 2025



Village of Perry
46 North Main Street
Perry, NY 14530

I. General Information

A. INTRODUCTION

The purpose of this document is to provide information to enable interested firms to prepare and submit a proposal for architectural/engineering design services for the Village of Perry ("Village"). The Village's project consists of design and construction management to renovate the second floor of the Village Hall - and related building-wide improvements - to create a new accessible, multi-purpose venue that can support art, cultural, and community programming for local residents and visitors. Services include architectural/engineering design, and to represent the Village's interests during the concept validation, schematic design, design development, construction documents, bidding, construction, and close out phases.

The Village intends to use the results of this Request for Proposal (RFP) to award a contract for the above listed project.

B. DEFINITIONS

The following definitions are used throughout the RFP:

A/E means Architectural/Engineering.

Proposer/Vendor/Bidder means a company/individual submitting a proposal in response to this RFP.

RFP means Request for Proposal.

Firm means the company for which the Architectural / Engineer works for.

State means the State of New York.

Village means the Village of Perry.

C. PROJECT BACKGROUND

The property located at 46 North Main Street, Perry, New York, otherwise known as the Village Hall, is a three-story facility initially built in 1912. The three floors are the ground, first, and second floors comprising approximately 12,000 SF. The second floor has a large community room and an assortment of other rooms that previously hosted community meetings, youth recreation activities, and other public and private events.

Over the years, the Village has explored options to provide access to the second floor and restore it to use. In 2010, the Village engaged with Clark Patterson Lee for a feasibility study on providing necessary egress to the second floor. In 2018, the Village engaged Wendel to prepare a master plan for the first floor with consideration of an elevator and secondary egress that would provide access to the second floor. These two studies were used for a successful grant application through CDBG that provided \$300,000 for the project to install an elevator for ADA accessibility and secondary egress.

As part of completing that work in 2020, the Village of Perry commissioned Flynn Battaglia Architects (FBA) in 2020 to investigate options and develop a plan for the second floor of Village Hall which can be found on the Village's website here: https://villageofperry.com/site/assets/files/1196/2021-0309_master_plan_report_-_draft_for_review.pdf.

A centrally located, accessible, year-round venue of this size (accommodating 60-200 people) does not exist in downtown Perry and will meet the needs of existing community groups and arts and cultural groups.

Perry Village Hall is listed on the National Register of Historic Places; review of this project by SHPO will be required.

D. OBJECTIVES AND NEEDS

The Village is seeking a qualified professional Architectural/Engineering Firm registered in the State of New York, with a preference given to firms with experience renovating older, historic structures to accommodate new uses. The A/E firm shall provide architectural /engineering design services, and represent the Village's interests during the concept validation, schematic design, design development, construction documents, bidding, construction, and close out phases. The project scope includes:

Analysis Phase:

- Develop a draft design for review and comment from the Village and NYSDOS.
- Assess existing site conditions, prepare required permits, construction estimates, and construction schedules for each project.
- Selected consultant will be required to interact with the NYSDOS, and other interested agencies

Design Phase:

- Conceptual design from the Strategic Investment plan and project profile and supporting materials
- Consultant will prepare all documents necessary to comply with SEQRA and if necessary, a Draft Environmental Impact Statement
- Public meetings to ensure community involvement throughout the process.
- Assist with pre-bid and pre-construction meetings, bid review and award recommendations.

Construction Phase:

- Provide assistance and technical capability for shop drawing review and approval, project reporting and close out, construction inspection, and preparation of record drawings.

E. CALENDAR OF EVENTS

The following is the anticipated schedule for this RFP process:

1. Request for Proposal Issued _____ September 8, 2025
2. Pre-Bid Walkthrough _____ September 25, 2025 – 9:00 AM
3. Last day for submitting questions to spierce@villageofperry.com _____ October 1, 2025
4. Addenda and/or Q&A posted to www.villageofperry.com _____ October 8, 2025
5. Proposals Due Date _____ October 15, 2025 – 2:00 PM
6. Interviews/Presentations (week of) _____ October 27, 2025
7. Intent to Award Contract (estimated) _____ November 3, 2025

F. CONTRACT AND TERM

The agreement between the Firm and the Village shall be AIA Document B101 – 2017, Standard Form of Agreement Between Owner and Architect. The contract shall be effective on the date indicated on

the contract and shall continue until the completion of the project, subject to the termination clause in section.

G. MWBE REQUIREMENTS

This project is funded by a New York State Downtown Revitalization Initiative grant, as administered by the NYS Department of State. Minority and Women Owned Business Enterprises firms are encouraged to participate. Total project award is \$2,016,000 with an MBE goal of 15% and a WBE goal of 15%.

II. Submittal Information

A. General Instructions

The evaluation and selection of an A/E Design Firm will be based on the information submitted in the proposal plus references and any required on-site visits, interviews/presentations or demonstrations. Proposers should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal.

B. Incurring Costs

The Village is not liable for any cost incurred by proposers in replying to this RFP.

C. Submitting Proposals

Proposers must submit, in a sealed package, One Original (identify) PLUS 5 identical copies of all materials required for acceptance of their proposal on or before 2:00 p.m., October 15, 2025 to:

Village of Perry
Attn: Samantha Marcy
46 N Main Street
Perry, NY 14530

All proposals must be received by the stated time. Late proposals will not be accepted. Receipt of the proposal by the U.S. mail system does not constitute receipt of the proposal by the Village

The Village does not accept facsimile machine or email submitted proposals. All proposals must be packaged, sealed, and show the following information on the outside of the package:

Proposer's Name and Address
Request for Proposal Title
Proposal Due Date

D. Proposal Organization and Format

Proposal should be typed and submitted on 8.5 by 11-inch paper and bound securely with page numbers clearly indicated. Proposers responding to this RFP must comply with the following format requirements:

Tab 1 - COVER LETTER, RFP SIGNATURE PAGES: Include here any cover letter, Attachment A - RFP Signature and Authority Affidavit Form, and any addenda signature pages.

The Signature and Authority Affidavit submitted in response to this RFP must be signed by the person in the Proposer's organization who is responsible for the decision as to the prices being offered or by a person who has been authorized in writing to act as agent for the person responsible for the decision on prices and services. Failure to provide this forms/information with your bid submittal may disqualify your proposal.

Tab 2 - RESPONSE TO PROPOSER INFORMATION AND SOLUTIONS: Responses to the requirements in the proposer information and solutions must be in the same sequence and numbered as they appear in this RFP. Include here completed Attachment B--References.

E. Withdrawal of Proposals

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Proposers may withdraw a proposal, in writing, at any time up to the proposal due date and time or upon expiration of 180 days after the due date and time. The written withdrawal notice must be received by The Village. The notice must be signed by an authorized representative of the proposer. If a previously submitted proposal is withdrawn before the proposal due date and time, the proposer may submit another proposal at any time up to the proposal due date and time.

III. Proposal Selection and Award Process

A. Evaluation Committee

The Village's evaluation committee will consist of members who have been selected because of their special expertise and knowledge of the service(s) and/or product(s) that are the subject of this RFP. Proposers may not contact members of the evaluation committee except at the request of the Village.

B. Preliminary Evaluation

The proposals will be initially reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirements shall result in the proposal being rejected. In the event that all proposers do not meet one or more of the mandatory requirements, the Village reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirements of this RFP.

C. Rights to reject proposals

The Village reserves the right to reject any and all proposals in full and/or in part, waive any informality, issue subsequent RFPs, cancel the entire RFP, remedy technical errors in the RFP process, and seek assistance in the evaluation process.

D. Proposal Scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request interviews/presentations, conduct demonstrations and/or conduct on-site visits. The resulting information will be used to score the

proposals. The evaluation committee's scoring will be tabulated and proposals ranked based on the numerical scores received.

E. Evaluation Criteria

The proposals will be scored using the following criteria:

Description	Points
Experience, Qualifications and Capacity	25
Project Approach	25
Project Understanding	20
Cost Proposal	15
Quality and completeness of response	10
References	5
Total	100

F. Interviews/Presentations and/or Site Visits

Top-scoring proposers, based on the evaluation of the written proposal, may be required to have interviews/presentations to support and clarify their proposals, if requested by the Village. The Village will make every reasonable attempt to schedule the interview/presentation on the date specified in the Calendar of Events. Failure of a proposer to complete a scheduled interview/presentation to the Village may result in rejection of that proposer's proposal. The Village may conduct site visits of proposer and/or references' facilities to clarify or confirm proposal information.

G. Final Evaluation

Upon completion of any interviews/presentations and/or demonstrations by proposers, the Village's evaluation team will review their evaluations and make adjustments to the scores based on the information obtained in the interview/presentation, demonstration, possible reference checks, and any other pertinent proposer information.

H. Award and Final Offers

Award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer after the original evaluation process is complete. Alternatively, the highest proposer or proposers may be requested to submit best and final offers. If the Village requests best and final offers, they will be evaluated against the stated criteria, scored, and ranked by the evaluation committee. The award will then be granted to the highest scoring proposer following that process. However, a proposer should not expect that the Village will request a best and final offer.

I. Notification of Intent to Award

All proposers who respond to this RFP will be notified in writing of the Village's intent to award the contract(s) as a result of this RFP.

J. Appeals Process

Notices of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should identify provisions that are alleged to have been violated.

The written notice of intent to protest the intent to award a contract must be filed with Samantha Marcy, Village Administrator, Village of Perry, 46 North Main Street, Perry, NY 14530, and received in

his office no later than five (5) working days after the notice of intent to award is issued. The written protest must be received in his office no later than ten (10) working days after the notice of intent to award is issued.

The decision of the Village Administrator may be appealed to the Board of Trustees within (5) working days of issuance. The appeal must allege a violation of a New York State statute or a Village of Perry Ordinance provision.

K. Negotiate Contract Terms

The Village reserves the right to negotiate the terms of the contract, including the award amount, and/or refinement of the scope or work, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the Village may negotiate a contract with the next highest scoring proposer.

IV. Requirements

A. Contract Requirements

The awarded A/E Firm needs to demonstrate their experience in dealing with moderate and complex governmental projects. The A/E Firm is expected to fulfill the following contract requirements.

1. Plan Development:

The previous study completed by Flynn Battaglia and the Project Concept developed through the Downtown Revitalization Initiative Local Planning Committee (Attachment C) provided some underwriting of concepts and options for renovating the second floor of the Village Hall. These are only conceptual and the A/E for this project will validate this concept with the help of the Village prior to proceeding to the schematic design phase. Plan development will likely include several meetings including:

- Community Input –Meet with public and targeted user groups to review concept plan
- Prioritization Exercise – Meet with Village staff and Board to categorize priorities
- Open House – Review pre-final plan in a public meeting
- Board Presentations – Present final master plan to Village Board
- Deliverables may include floor plans and rendering as required to explain character of selected proposal.

2. Schematic Design:

- Review existing and complete necessary site surveys. CAD files are not available.
- Complete code study.
- Review existing work, reports and studies completed to date.
- Evaluate primary building materials and develop options to stay within the project budget.
- Prepare a schematic design for the project.
- Evaluate different building systems relative to long-term operational costs and life cycle costs such as LED lighting, heating and cooling systems, etc. We anticipate a new, building-wide HVAC system as part of this work.

- Related work: New toilet rooms which may include first floor renovations; entrance doors, lobby and stairs; building-wide exterior improvements including new windows. Other improvements to be identified in this phase, subject to budget evaluation.
- Coordinate with the Village staff and elected officials.
- Coordinate public input including Village Board update(s)
- Complete Schematic Design Documents for review and approval that meets the intended design, schedule and budget.
- Deliverables should include alternative options and renderings to convey character of selected proposal.

3. Design Development:

- Based on reviewed and approved Schematic Design, prepare detail design documents (drawings and other documents) that include:
 - Plans, sections, elevations, typical construction details
 - Diagrams or layouts of building systems along with efficiency calculations
 - Establishment of the architectural, structural, mechanical and electrical systems
 - Specifications that outline types and quality of materials and systems types
 - Review and confirm that the current ADA rules and code requirements are incorporated into the new and renovated building and site plans
- Meet with the Staff, Consultants, and Committees to review preliminary and final design
- Work with the Village Administrator to provide an evaluation of utilizing comprehensive bid packages based on the project schedule, budget, and available resources.
- Coordinate public input including Village Board update
- Complete Design Development Documents for review and approval that meets the intent of the design, schedule and budget

4. Construction Documents:

- Based on the Village's review and approval of the Final Design, prepare construction documents consisting of Drawings and Specifications to be used for public bidding. The bidding documents shall be coordinated with and include work from other consultants hired by the Village such as the geotechnical and site civil. To achieve the project goals, "bid packages" may be utilized with different project schedules.

5. Public Bidding

- Following the approval of the Construction Documents, the A/E shall assist the Village and their Consultants in obtaining competitive bids, confirming responsiveness of bids, determining the successful bid, recommending for contract award to the Village Board and preparing contracts for construction.
- Construction Schedule - In consultation with all parties, the A/E will give input to the construction schedule that meets the needs of the Village for inclusion in the contract documents.
- Develop Contractor and Supplier Interest - The A/E will assist the Village in identifying potential contractors and suppliers and develop their interest in bidding the project to ensure a competitive bidding environment. The A/E will investigate potential bidders and suppliers to determine their ability to meet project requirements.

- Establish Bidding Procedures -The A/E will assist in establishing and implementing procedures for the bidding process including the distribution of bid documents, the issuance of addenda, the holding of pre-bid conferences, the receipt of bids and the bidding schedule.
- Distribute Bid Documents -The A/E will assist the Village with the distribution of all bid documents to contractors and maintain accurate records of distribution activities.
- Conduct Pre-Bid Conferences - The A/E, in consultation with the Village, will assist in scheduling, organizing, and conducting pre-bid conferences in a manner consistent with the bid schedule.
- Evaluate Bids - The A/E, in consultation with the Village, will assist in evaluating all bids.
- Prepare Construction Contracts - The A/E, in consultation with the Village, the Village's Attorney, and the Village Administrator, will assist in the preparation and coordination of all construction contract documents.
- The A/E shall consider requests for substitution and, following review with the Village, prepare and distribute addenda identifying approved substitutions to all prospective bidders.

6. Construction Phase:

- Meetings/Pre-Construction Conferences - The A/E, in consultation with the General Contractor, will organize and conduct all meetings with contractors, consultants, and the Village. The meetings shall include a review of project management, project schedule, and project procedures.
- Process Construction Documents - The A/E, in consultation with the Village Administrator, will establish and implement procedures for processing and approving shop drawings, product data, samples, and other submittals from the contractors (e.g. including contracts, specifications, schedules, correspondence, meeting minutes, catalog data, directives, change orders, etc.). In addition, the Village Administrator will coordinate the processing and approval of all submittals with the A/E. The A/E will establish and maintain a submittal log to ensure contractor compliance with the contract documents.
- Project Coordination - The A/E will assist the Village in providing administration, management and related services necessary to coordinate the construction activities of the contractors with each other and with those of the Village.
- Monitor Construction Progress - The A/E will observe construction progress and report deviations from the schedule that might delay Project completion. The A/E will with consult with contractors to develop and implement corrective actions necessary to meet the project schedule.
- Control Construction Quality - The A/E will monitor and inspect all work in progress to ensure the quality of the work and compliance with the contract documents. The A/E will coordinate with the Village to document and report all deficiencies and make recommendations for corrective actions.
- Process Applications for Payment - The Village, in accordance with the A/E, will develop and implement a procedure for the review and processing of contractor payment applications.
- Project Meetings - The A/E will participate in meetings and, in consultation with the Village and applicable parties, conduct meetings as necessary at the job site to discuss job progress, problem resolution, and decision making. The A/E will prepare and distribute accurate meeting minutes in a timely manner.
- Process Change Orders - The A/E, will develop and implement a system for review and processing of change orders.

- Coordinate Inspections and Testing - The A/E, in consultation with the Village, will coordinate the selection of independent inspection and testing agencies, review inspection and testing reports, and make recommendations regarding the results of inspections and testing activities.
- Quality Control - The A/E shall keep the Village reasonably informed about the progress and quality of the portion of the work completed and report to the Village (1) any known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) any defects and deficiencies observed in the work.

7. Close – Out Phase:

- Develop Close-Out Program
- The A/E will develop a detailed program of close-out activities in compliance with the contract documents. The program will include a close-out schedule, inspections, testing, start-up procedures, warranty processing, and occupancy.
- Verify Substantial and Final Inspections
- The A/E will verify substantial completion and final inspections. The A/E will assist the Village in the preparation of a list of deficiencies (punch list) and will coordinate all correction action by contractors.
- Coordinate Construction Close-Out - The A/E will assist the Village to coordinate close-out activities including the completion of deficiencies, submittal of close-out documents, resolution of change orders and recommendations for payment of retainage.
- Certificates - The A/E, upon completion of the Project, will be responsible for certifying that, to the best of his professional knowledge, the building conforms to the approved plans, specifications and shop drawings.

8. Subcontractors

The Contractor shall be responsible for Contract performance when subcontractors are used. However, when subcontractors are used, they must abide by all terms and conditions of the Contract. If subcontractors are to be used, the Contractor must notify the Village prior to subcontractor work. Firm must clearly explain their participation. The Village must approve of all subcontractors prior to subcontractor work.

9. Insurance Requirements

The Firm shall carry at its sole expense and provide evidence of insurance coverage listed below to protect itself and the Village from and against liability, loss, damage, expense, cost (including without limitation to litigation and court costs and attorneys' fees) arising out of or in connection with the performance of any work performed in accordance with the specifications of any related documents, whether such work is performed by the Firm or any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. Coverage must be written with insurance companies licensed in the state of New York and shall have at least and A- rating by A.M. Best & Company. All policies shall provide a thirty (30) day advance notice of cancellation to the Village.

- Workers Compensation: Coverage A: Statutory Coverage B:
- Employers Liability:
- Bodily injury by accident \$100,000 per person Bodily injury by disease \$100,000 per person
- Bodily injury by disease \$500,000 aggregate
- All states and voluntary compensation endorsements

Commercial General Liability

- Limits of Liability: \$1,000,000 each occurrence
- \$2,000,000 general aggregate
- \$2,000,000 products/completed operations aggregate

Auto Liability

- Limits of Liability: \$1,000,000 each accident
- Excess (Umbrella) Liability:
- The requirement that an Umbrella Policy shall be no less than \$1,000,000.

Professional Liability:

- \$2,000,000 each occurrence

Coverage:

- The Village shall be named as an additional insured.
- Certificates of insurance shall be presented to the Village Clerk for approval before the successful Firm, its agents and/or employees commence any work whatsoever pursuant to the contract.

V. Proposer Information and Solutions

See Section II, Paragraph D for proposal submittal format.

A. Organization Capabilities and Staff Qualifications

Describe the organization/company's experience and capabilities providing similar services to those required. Be specific and detail no more than three projects/contracts: description of work, dates, locations, challenges and results.

Provide a list of all individuals, including consultants, to be involved in the project and a brief description of their role and qualifications. Please indicate how this design team will be managed and identify the main contact person at the firm. Provide a synopsis describing the educational and work experience for each of the key staff who will be assigned to the project/program. **(25 Points)**

B. Project Approach

Include a detailed project approach for each step and program delivery with an estimated workplan and timeline. **(25 Points)**

C. Project Understanding

Detail your firm's understanding of the challenges and barriers for a project like this and proposed approach to overcoming these barriers. **(20 points)**

D. Cost Proposal

All prices must be quoted in U.S. Dollars.

The Village will score the cost proposals by prorating with the lowest cost proposal given the highest score. The formula is as follows: Calculation of points awarded to subsequent proposals will use the

lowest dollar proposal amount as a constant numerator and the dollar amount of the firm being scored as the denominator. This number is then multiplied by the number of points given to the cost section of the RFP, resulting in the cost proposal score.

The awarded contractor must hold the accepted prices and/or costs for the entire contract period. Any adjustment to prices and/or costs at the beginning of a contract renewal period will be negotiated between the Village and the Contractor. **(15 points)**

E. Quality and Completeness of Response

Proposals must include: **(10 points)**

- Organization Capabilities and Staff Qualifications
- Project Approach and timeline for project completion
- Project Understanding
- At least three client references (Attachment B)
- Cost Proposal
- Demonstration on how proposer will achieve the Minority/Women-Owned Business Enterprises (MWBE) goals:
 - MBE – 15%
 - WBE – 15%
- Signature and Authority Affidavit Form (Attachment A)

F. Proposer References

Using Attachment B, the Proposer must supply references of three firms to which similar products/service have been provided within the past five years to a comparable sized institution or company. If contacted, all references must verify that a high level of satisfaction was provided. **(5 points)**

VI. Contract Cancellation

This contract may be terminated by either party under the following conditions:

The Village may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the firm.

If the problem is service performance, firm will be warned either verbally or in writing of unsatisfactory performance and intent to cancel this contract. The firm will be given a period of time to 'cure' the performance. If the performance does not improve, firm will be given 30 days written notice that the contract will be cancelled.

Upon termination, the Village's liability will be limited to the pro rata cost of the services performed as of the date of termination.

In the event the firm terminates the contract, for any reason whatsoever, it will require written certified letter notification delivered to the Village not less than 60 days prior to said termination. The firm will, in turn, refund the Village, within 30 days of said termination, all payments made hereunder by the Village to the firm for work not completed.

If at any time the firm's performance threatens the health and/or safety of the Village or the public, the Village has the right to cancel and terminate the contract without notice.

If the firm fails to maintain and keep in force the insurance as required, the Village has the right to cancel and terminate the contract without notice.

ATTACHMENT A

SIGNATURE AND AUTHORITY AFFIDAVIT FORM

PROPOSING COMPANY NAME: _____

FEIN or SOCIAL SECURITY NUMBER _____

Address: _____

City: _____ State _____ Zip + 4 _____

Number of years in Business _____

Name the person to contact for questions concerning this proposal.

Name _____ Title _____

Phone _____ Fax _____

Email Address _____

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, having familiarized themselves with the conditions affecting the cost of the work, having read completely the requirements, hereby proposes to perform everything required and to provide and furnish labor, materials, equipment, tools and all other services and supplies necessary to produce in a complete and workmanlike manner all of the materials or products described in the project relating to this proposal.

I further certify that I have carefully examined the proposal documents and all terms herein, and site where the work is to be done and have no agreements to prevent the completion of said work.

Signature _____ Title _____

Name (print) _____ Date _____

This firm hereby acknowledges receipt / review of the following addendum(s) (If any)

Addendum # _____ Addendum # _____ Addendum # _____ Addendum # _____

ATTACHMENT B

REFERENCES

Proposer: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) provided to customers similar to those requested in this solicitation document. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate page.

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

ATTACHMENT C

DOWNTOWN REVITALIZATION INITIATIVE – PROJECT PROFILE

The project profile for Transforming the Assembly Hall is attached to this RFP.

PROJECT NO.9

Transform Assembly Hall to Expand Accessible Community Venues in Perry

PROJECT OVERVIEW

Renovate the second floor of Perry's historic Village Hall to create a new accessible, multi-purpose venue that can support art, cultural, and community programming for local residents and visitors.



Map 21. Project No. 9 Location. Assembly Hall is located on the second floor of Village Hall, at the intersection of North Main Street and Gardeau Street.

DRI FUNDING REQUEST**\$1,516,000**

TOTAL PROJECT COST**\$2,016,000**

% OF TOTAL PROJECT COST**75%**

PROJECT DESCRIPTION

Built in 1912, Perry Village Hall is a three-story municipal building that accommodates a variety of municipal services, including the Village's administrative offices, the Perry Village Police Department, the Village Court, and the Perry Fire Department (the building's vehicle bays were added at various points in the mid-1900s). Though the building's original bell tower has been removed, Village Hall otherwise retains many of its historic features.

Assembly Hall, located on the second floor of Village Hall, has not been used since the 1990s due to building code concerns related to accessibility and a second path of emergency egress. The Village undertook a Village Hall Master Plan in 2021 to assess the feasibility and cost of completing the required upgrades to allow the Assembly Hall to once again be used for community, arts, and cultural programming. The Village recently completed Phase 1 of the Master Plan, which entailed the installation of an ADA-compliant elevator and an exterior staircase at the rear of the building as a second means of egress.

The proposed project builds upon this recently completed work. The hallmark of the rehabilitation of the second floor of Village Hall is the renovation of Assembly Hall to make it suitable for community use. This will include removal of the suspended ceiling and restoration of the plaster ceiling above, repairs to the walls and refinishing of the wood floor, installation of new historically compatible light fixtures, .

The project includes renovations to other parts of the second floor of Village Hall, including new court offices to replace the existing offices on the ground floor, new space for the Village Records, and new toilet rooms to support these functions. Ancillary "backstage" space will also be renovated just off of Assembly Hall. This work will result in an accessible, centrally located, multi-purpose venue, which currently does not exist downtown. The venue will have a capacity of between 60-200 people depending on the type of event and will be able to accommodate a range of functions, including public meetings, arts and cultural performances, civic functions (e.g., court), and community programming. By increasing the public function of Village Hall, the proposed project will enhance the building's role as a civic asset.

The proposed work also includes significant mechanical upgrades, including enhancing the electrical system for additional capacity, removing the steam boiler and installing decentralized fan coils or heat pumps and associated piping and/or ductwork. Windows would also be removed and replaced with historical quality aluminum clad wood windows.

CURRENT AND PROPOSED CONDITIONS



Figure 95. Current Condition. Assembly Hall has been unused for decades due to lack of accessibility and secondary egress.



Figure 96. Proposed Condition. A renovated Assembly Hall will be able to host a range of arts, cultural and community programming.

PROJECT LOCATION

46 North Main Street, Perry, NY

PROPERTY OWNER/ SPONSOR

The project sponsor is the Village of Perry. Assembly Hall is located on the second floor of Village Hall, which is owned by the Village.

CAPACITY

The Village of Perry has demonstrated their capacity to undertake this project through their initiative to develop a master plan for the project that demonstrates the project's feasibility. Completing Phase 1 of the work, which had a project budget of \$686,000, is also indicative of their capacity to complete this project. Mayor Rick Hauser's extensive experience as an architect working to renovate historic downtown building through his private practice has contributed significantly to the planning and executing of the Assembly Hall project to date and will continue to benefit the next phases.

PROJECT PARTNERS

The Department of Environmental Conservation, as the administrator of the Environmental Protection Fund, is a funding partner. The role of this agency will be to review and administer funds for the Village's application in the next round of funding, which is July 2024.

REVITALIZATION STRATEGIES & REDC GOALS

This project aligns with the following DRI and REDC strategies

- **Create new indoor and outdoor gathering spaces downtown.**
The renovation of Assembly Hall will create an accessible venue within the downtown for year-round community use. This venue will have a capacity of 60-200 people and will be able to support a diverse range of programming.
- **Create indoor and outdoor spaces that can accommodate a range of artistic, cultural, and community events and programming.**
Assembly Hall will be designed to accommodate a range of functions, including public meetings, performances, civic functions, community programming (e.g., activities for youth and seniors).
- **Restore historic buildings and/or adaptively re-use them for a range of uses, including commercial, residential, arts and culture, and community uses.** Listed on the National Register of Historic Places, Village Hall is a key civic asset. Previous work undertaken by the Village unlocked access to Assembly Hall. The proposed work will restore and upgrade Assembly Hall, allowing it to be used again for a range of arts, cultural, and community uses.
- **Optimize Business Creation, Retention, and Expansion.**
The restoration of Assembly Hall will create a new, accessible, year-round venue that will allow local arts and culture organizations to expand their programming.
- **Invest in Community and Industrial Development and Infrastructure.** A restored Assembly Hall will accommodate a range of arts, cultural, and community programming, and will therefore reinforce Perry's high quality of life and identify as a regional center for arts and culture.

DECARBONIZATION

The proposed project square footage is below the decarbonization threshold of 5,000 square feet; therefore, decarbonization compliance is not required.

RESILIENCY

This project does not include any proposed resiliency strategies.

PROJECT SYNERGIES

This project will create an indoor gathering space to host a variety of arts, cultural, and community programming. Along with **Rehabilitate the Historic Richmond-Andrus Building as Bridge Creek Place**, which includes an outdoor performance space, **Rehabilitate the 1908 Building and Create Spaces for Entrepreneurs and Artisans**, and **Create Visibility & Visitor Traffic for Perry's Revitalized Downtown & Destinations**, this project will contribute to downtown Perry's draw and capacity as a regional destination for arts and culture by creating new, accessible space for a variety of programming.

Currently, Perry residents visit Village Hall on occasion in relation to the building's administrative functions. Through the Assembly Hall Transformation Project, Village Hall will be visited more frequently and by a variety of people. **Build a Retaining Art Wall to Better Frame Main Street**, immediately south of Village Hall, will contribute to a streetscape condition that is more befitting to an important community anchor and destination.

A segment of the **Extend the Silver Lake Trail Through Downtown Perry** project is proposed to extend between Borden Avenue and Gardeau Street, behind the buildings fronting onto North Main Street, including Village Hall. The Silver Lake Trail will provide a safe and enjoyable off-road active transportation connection between Village Hall/Assembly Hall and other points of interest in downtown Perry and beyond. Destinations along the Silver Lake Trail will encourage people to use this amenity.

PUBLIC SUPPORT

Over the course of the project, the LPC discussed the appropriate distribution of DRI funding across public-sector and private-sector projects. Some members noted that the Village had requested a significant amount of funding for the five projects that they had initially proposed. The Village reduced the funding request for this project by \$500K, despite there being no matching goal for public-sector projects.

Similarly, the public also expressed support for the project through consultation activities held at Public Workshop #2 and the online survey, with 55% indicating that it would have a strong positive impact on downtown Perry, and 51% indicating the project aligns with the DRI vision and goals. Through the survey, some noted that there are existing facilities in the Village to host events; others recognized the importance of a public venue of this size located in the heart of downtown. The sponsor has submitted 11 letters from local organizations, community groups, and business owners outlining their support for this project and potential usage of Assembly Hall.

PROJECT BUDGET

Activity	Amount	Funding Source	Status of Funds
Construction	\$1,153,000	DRI	Requested
	\$500,000	Environmental Protection Fund (EPF) Historic Preservation Grant Program	Undetermined
Design	\$263,000	DRI	Requested
Construction Administration	\$100,000		
Total DRI Funding Request			\$1,516,000
Total Funding from Other Sources			\$500,000
Total Project Cost			\$2,016,000
% Requested of Total Project Cost			75%

The project sponsor identifies two sources of funding for the proposed project, the first being the DRI funding request, which represents 75% of the overall project budget. The project sponsor has identified an additional funding stream for the remaining 25% - the Environmental Protection Fund (EPF) Historic Preservation Grant Program (through NYS Department of Parks, Recreation and Historic Preservation), which provides funding for typically large projects that enhance communities, including the improvement, protection, preservation, rehabilitation, and restoration of properties listed on the National Register of Historic Places; Perry Village Hall was listed on the Register in 2022. The project sponsor previously applied for grant funding through the EPF for Assembly Hall but scored just below the cut-off. The project sponsor is confident that by leveraging a potential DRI award and requesting a smaller ground through the EPF, their application would be successful. Applications for the next round of funding are due in July 2024, with the funding announcements scheduled for December 2024. Should the proposed project be award DRI funding but not receive an EPF grant, the project sponsor is amenable to revising the overall project scope to fit within the DRI funding request, which can be achieved without compromising the integrity of the project.

BUDGET NARRATIVE

Detailed cost estimates were prepared as part of the 2021 Master Plan, prepared by Flynn Battaglia Architects, which explored different development options for the second floor of Village Hall. The cost estimates included provisions for soft costs, estimated at 15%, and bid and construction contingencies at 5% and 10%, respectively. As the initial cost estimates were prepared in 2021, for the purposes of this budget, costs have been escalated by 30%. A cost estimator reviewed the sponsor’s plans and prepared a high-level cost estimate based on standard construction

costs and typical soft costs and contingencies. Ultimately, the project sponsor remains confident in the detailed cost breakdown undertaken as part of the Master Plan, which is considered reasonable. The project sponsor has indicated that, as needed depending on construction bids, the scope of the project could be further focused to the renovation of Assembly Hall. For example, the budget accounts for the project sponsor’s ideal HVAC system, though there are other, lower-cost approaches to providing conditioned space. The replacement of windows could also be removed from the scope of work, if needed.

PROJECT FEASIBILITY AND IMPACT

The Village of Perry commissioned Flynn Battaglia Architects (FBA) in 2020 to investigate options and develop a plan for the second floor of Village Hall. The second floor Village Hall (Assembly Hall) has been disused since at least the 1990s due to building code concerns, specifically, the lack of handicap accessibility (which has since been addressed through the construction of an elevator) and a second path of emergency egress. Based on a review of existing conditions, building code analysis, and stakeholder meetings inform how the second floor could be reconfigured to best accommodate a range of potential uses, FBA's study confirms the feasibility the proposed upgrades that are required to unlock the potential of this space for community use.

While FBA's study evaluated three primary uses – performance space, community meeting space, and a court room – the Village's desire is to be able to use Assembly Hall for all of these uses as needed, and more. The intention to design Assembly Hall as a “multi-purpose space” and not preclude certain activities through design will ensure that the venue is well-used and viable in the long-term. A centrally located, accessible, year-round venue of this size (accommodating 60-200 people) does not exist in downtown Perry and will meet the needs of existing community groups and arts and cultural groups. A total of 11 letters were submitted expressing support and demand for this project.

Currently, residents visit Village Hall on occasion in relation to the building's public administrative functions. The proposed project will substantially increase the public function of Village Hall and strengthen its role as a community asset for Perry and the broader region by providing public gathering space. In addition to enhancing Perry's quality of life and creating opportunities for community interaction, Assembly Hall has the potential to help sustain and grow the local economy. An accessible, historic venue could make it possible for Perry's arts and culture organizations to continue to expand, and visitors to Assembly Hall may frequent local businesses before or after attending an event.

REGULATORY REQUIREMENTS

Through the Environmental Review program, the State Historic Preservation Office will review the potential impacts that government funded, licensed, or approved projects may have on historic cultural resources, including properties that are listed on, or eligible to be listed on, the National Register of Historic Places. Perry Village Hall is listed on the National Register of Historic Places; review of this project by SHPO will be required.

Otherwise, the Village is exempt from Local Law, including the requirement to confirm zoning compliance and Site Plan Review. The proposed use is a permitted use in the Zoning Law. The proposed renovations will require Building Permits issued by Wyoming County Building Department.

SEQRA will be required to evaluate the environmental impacts along with the social and economic considerations.

TIMEFRAME FOR IMPLEMENTATION

An approximate timeline for project completion is outlined below.



Figure 97. Village Hall’s windows will also be replaced with historical quality, aluminum-clad wood windows. The restoration of the bell tower is not included within the project scope, but may be undertaken in the future.

ANTICIPATED START DATE: Q3 2024	
PROJECT STAGE	TIMEFRAME
Design, Engineering, Bid Process <ul style="list-style-type: none">Solicit design & engineering servicesPublic engagement processDevelop construction documentsObtain necessary permits and approvalsIssue bid documentsAward bid to selected contractor	10 months
Construction <ul style="list-style-type: none">Interior demolitionConstruction	18 months
Total Timeframe	28 months
ANTICIPATED COMPLETION DATE: Q2 2027	