

Town of Volney Community Center and Town Hall Architectural Services

Request for Qualifications

The Town of Volney invites qualified architectural firms to propose schematic design, design development, construction documents, bidding and award assistance, and construction administration for a new Community Center and Town Hall at 1445 County Route 6, Fulton, New York. A project study and pre-design work have already been completed. Responses are due **no later than 3:00 pm on November 12, 2026**. The Town will evaluate qualifications, project approach, schedule, and references before opening a fee proposal.

Project Overview

The Town of Volney will construct a new Community Center/Town Hall to overcome health and safety concerns within the existing building and to restore and enhance the Town's ability to provide programs and services for the community. The estimated total project budget is approximately \$5,850,000, including a \$4,674,320 NY BRICKS grant award. The balance is expected from Town reserves. The Town will make the completed study and pre-design materials available to the selected firm as the starting point for design. The selected firm should coordinate architectural work and necessary engineering, technology, security, and interior design services.

Services Requested

The following outline describes the requested services. Respondents should submit a detailed scope of services within their proposed agreement, including deliverables, meetings, phase approvals, assumptions, exclusions, and proposed subconsultants.

- Schematic design: Review the completed study and pre-design materials with the Town; confirm the program, site assumptions, and applicable approvals; then provide floor plans, exterior elevations, appropriate visualizations, preliminary systems concepts, and an opinion of probable construction cost. Identify recommended changes to the earlier work for Town review. Obtain Town approval before proceeding.
- Design development: Refine architectural and engineering design, materials and systems; present alternatives with recommendations; update the estimate and approvals list. Obtain Town approval before proceeding.
- Construction documents: Prepare coordinated drawings, specifications, bidding forms, and contract documents suitable for public bidding and applicable code and funding requirements. Provide interim reviews and updated estimates.
- Bidding and award: Assist with advertisement materials, pre-bid meetings, bidder questions, addenda, bid review, recommendation of award, and contract preparation.
- Construction administration and closeout: Conduct preconstruction and progress meetings and periodic site visits; review submittals, proposed changes, payment applications, and claims; maintain cost and contingency tracking; document meetings; prepare punch lists; perform final inspections; and collect warranties and closeout documents.

The firm shall account for applicable New York prevailing wage requirements, local and state codes, and grant requirements. All services performed under the resulting agreement must comply with applicable New York State laws and regulations and all applicable requirements of the project's funding agencies. Describe any proposed scope assumptions or exclusions clearly. Final deliverables should include electronic PDF documents and editable CAD or Revit files.

The Town may retain a construction manager under a separate agreement. If retained, the architect shall coordinate with that representative. The architect's construction administration responsibilities under its agreement will remain in effect.

Proposal Contents

- Firm name, address, primary contact, professional licenses, and participating subconsultants.
- Brief account of relevant municipal or community facility projects, including project size, construction cost, services provided, and at least three client references (preferably clients with a dedicated construction manager). Identify experience near Volney where relevant.
- Project team resumes, organizational chart, roles, availability, and approach to coordination with the Town, authorities, and funding agencies.
- Work plan and project approach showing how the firm will use the completed study and pre-design work, expected design and construction schedule, cost control method, and approach to sustainable, accessible design.
- A separate proposed fee in a sealed envelope, labeled "Architectural Services Fee Proposal," identifying fees by phase, reimbursable expenses, assumptions, and hourly rates for additional services. Place the signed non-collusion certification in the same sealed envelope. Do not include fee information in the qualifications submission.

Equal Opportunity and Business Participation

The Town of Volney is an equal opportunity employer and encourages qualified New York State certified Minority and Women Owned Business Enterprises (MWBEs) and Service Disabled Veteran Owned Businesses (SDVOBs) to respond to this RFQ, either as prime consultants or as members of a proposed team. All firms will be considered under the qualifications criteria stated in this RFQ without unlawful discrimination. The selected firm shall comply with the nondiscrimination and equal employment opportunity requirements applicable to the project and shall identify opportunities for qualified MWBE and SDVOB subconsultants where appropriate.

Insurance Requirements

General Liability:	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed	
	Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Occurrence	\$1,000,000
	Aggregate	\$3,000,000

Evaluation

Qualification criterion	Weight
Public work experience	25%
Experience with NYS BRICKS or other grant funding agencies	20%
Project team qualifications and availability	25%
Understanding and approach	20%
References	10%
Total	100%

The Town Board will evaluate qualifications without reviewing proposed fees and may interview shortlisted firms. After identifying the highest-ranked firm, the Town will open that firm's sealed fee proposal and negotiate a mutually acceptable scope, schedule, and fee. If agreement cannot be reached, the Town may end those negotiations and open the fee proposal of the next highest-ranked firm, continuing in rank order as needed. Fee envelopes for firms not reached in this process will remain unopened and may be returned. Any award is subject to Town Board approval and execution of a written agreement. The Town may reject any or all submissions or cancel this request. Proposal preparation costs are the firm's responsibility.

Submission and Questions

Deliver the qualifications submission and one separately sealed fee envelope with non-collusion certification by 3:00 p.m. on November 12, 2026, to Theresa Anderson, Town Clerk, Town of Volney, 1445 County Route 6, Fulton, NY 13069. Please mark your response "REQUEST FOR ARCHITECTURAL SERVICES QUALIFICATIONS". Proposals should remain valid for 60 days after the deadline.

Direct questions to (315) 593-8288, ext. 105, or clerk@townofvolney.com.

Anticipated Selection

The Town expects to identify the highest-ranked firm within approximately four to six weeks after the submission deadline. Fee negotiation and any required Town Board approval will follow. These dates are estimates and may be revised by the Town.

Non-collusion certification

The undersigned certifies under penalty of perjury that the proposed prices were independently determined without agreement or communication with a competitor for the purpose of restricting competition; have not been disclosed to a competitor before opening except as required by law; and that the firm has not attempted to induce another party to submit or withhold a proposal for that purpose.

Firm: _____

Authorized signature: _____

Printed name and title: _____

Date: _____