

**REQUEST FOR PROPOSALS**  
**Village of Painted Post Building Feasibility Analysis and Design Guidelines**

**PURPOSE**

The Village of Painted Post is seeking technical support services to provide expertise in completing a building feasibility analysis and design guidelines beginning in August 2018. The analysis and guidelines will be the primary deliverable, detailing visuals representations and recommendations for economic development within the Village Square. The project will prepare the Village for further application to the New York Main Street Program in an effort to revitalize the Square and attract and retain business.

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**BACKGROUND**

In 1972, Hurricane Agnes flooded and destroy most of the Village of Painted Post. As a result, HUD began redevelopment of the Village Square and some residences throughout the community. Many of the structures built through this project lacked village character, or the original historical façade. These redevelopment areas have not been updated since and are in need of revitalization.

As hopes for full revitalization have fallen throughout the years, creating a more vibrant community will help to attract new residents, a talented workforce, and retain those commuting to work in the Village. With the building feasibility analysis and design guidelines, Painted Post can restore historical facades, upgrade commercial spaces, and explore the possibility for upper-story apartment additions to the Village Square. A full analysis for a future mixed-use, walkable downtown restoration project will allow the Village to take the necessary steps in achieving the community vision.

The Building Feasibility Analysis and Design Guidelines for the Village Square will evaluate options for each building's reuse and possibility for upper-story apartments. Guidelines will include interior updates as well as exterior façade options. The "vision" for the Square may incorporate historical characteristics as seen prior to the flood of 1972 that resulted in HUD redevelopment as seen in the buildings today.

The technical assistance project will prepare the Village of Painted Post with the necessary information that will further recruit and engage businesses and residents throughout the community and provide a foundation for a future NYMS project. By determining such opportunities, the Village, in collaboration with Southern Tier Central Regional Planning and Development Board (STC), can then create a strategic business or economic development plan to begin implementing outlined revitalization efforts.

**SCOPE OF WORK**

*1. Identify Buildings to Determine Project Target Area*

The Village of Painted Post has focused on revitalization efforts in its Village Square for decades since the 1972 flood caused by hurricane Agnes. The Square has always been a central location for community events including the Colonial Days and Parade and Music in the Square. In order to attract visitors, residents, and businesses to this central location, buildings within the parameters of North Water Street, Hamilton Street, West Water Street, and Steuben Street. Identify, in collaboration with the Village of Painted Post and Southern Tier Central Regional Planning and Development Board (STC), which specific buildings should be included in the study.

*2. Building Feasibility Analysis*

Currently, the buildings located within the Village Square do not allow for upper-story apartments. The buildings are all typically utilized for commercial purposes; however, the feasibility analysis will establish appropriate uses as well as any areas where upper-story residences may be an option for future rebuild. Components to evaluate will include processes and resources needed to reuse and rebuild individual properties to incorporate mixed uses.

*3. Building-Specific Design Guidelines*

The design guidelines included in the final document will create general and individualized policies for designing and altering buildings within the Village Square. A variety of building characteristics will be considered in terms of community vision and architectural appropriateness. Characteristics to consider may include, but are not limited to: windows, entrances, additions, roofs, parking, and associated materials. Guidelines will also include enhancements for landscaping and other streetscape components.

## **OUTCOME AND PERFORMANCE STANDARDS**

The goal of the project is to determine possible participating buildings for a future New York Main Street project by choosing a target area and analyzing the feasibility of building re-use and opportunities for mixed uses within the Village Square. The contractor will include an analysis of possible building uses along with a design component for each building. The documents completed through the New York Main Street Technical Assistance (NYMS-TA) program will help in planning for a future application that will incorporate building owner buy-out and further investment in associated properties.

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## **DELIVERABLES**

*Building Feasibility Analysis and Design Guidelines* – Projected Due Date: April 2019

The building feasibility analysis portion of the document will investigate and provide history of all buildings within the target area as well as any opportunities or constraints for reuse. These details will also incorporate the overall condition of the interior and exterior of each building.

Design guidelines will provide a visual and description of each building characteristic deemed appropriate for the Village Square. The guidelines will aim to improve the aesthetic value of the Square as well as attract and retain businesses, residents and visitors. The goal is for the Village of Painted Post to adopt the deliverables created from the project and begin implementing with a future NYMS project.

## **PROJECT BUDGET**

A maximum budget of \$20,000 has been established for this project. All costs related to the project, including the research for and creation of the draft and final documents have been included in this budget.

## **PROJECT TIMELINE**

*Deliverables will include a Building Feasibility Analysis and Design Guidelines for all buildings within the target area (Village Square, Painted Post, NY). These will be completed within a 1-year timeframe.*

- July-August 2018: Receive submissions, select finalists, and conduct consultant interviews.
  - August 2018: First meeting with consultant to review project deliverables and timeline.
  - August 2018: Engage business owners and Village representatives to determine a vision for the Village Square.
  - August 2018: Start work on deliverable drafts.
  - January 2019: Meet with consultant to discuss status of project and review document drafts.
  - April 2019: Complete final review of drafts and receive final copy of Building Feasibility Analysis and Design Guidelines for Village Square.
  - April 2019: Schedule a public meeting to present findings and designs.
  - May 2019: Complete SEQR process to take first steps in formally adopting the Building Feasibility Analysis and Design Guidelines.
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## **EVALUATION AND AWARD PROCESS**

Consultant submissions will be reviewed and processed according to the following timeline:

- July 2018: Proposal submission
- July 2018: Committee reviews submissions, selects finalists, and conducts interviews
- August 2018: Scheduled project start (See detailed project timeline above.)

## REQUIREMENTS FOR PROPOSAL PREPARATION

Proposals must include the following information and documentation:

- ***History of Firm*** – Describe your firm’s size and staff structure. Include the number of years in business and any other information pertaining to the firm’s character. In this brief description, provide full contact information including the name, address and phone number of the firm.
- ***Design Team Background*** – Include resumes for individuals expected to work on the project along with individual roles and responsibilities of each staff member. Be sure to designate the firm’s key contact, or project manager, and include full contact information and description of expertise for this individual. Include an organizational chart of all staff engaged in the project, where applicable.
- ***Representative Projects & Experience*** – List and describe completed projects with similar scopes and other pertinent projects which bids have been received. Include full project descriptions, completion dates, names and locations, budget information, and key contact information for individuals who can speak to your firm’s performance. Provide images where appropriate and helpful in evaluating your firm.
- ***Project Approach*** – Describe your firm’s approach for completing the project along with any steps or tasks you feel should be completed in order to make the project exceptional. Provide a description of any unique qualities your firm will employ while completing the project.

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## CONTACT INFORMATION

Questions regarding the project may be directed to Stephanie Yezzi by July 13, 2018.

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