

Village of Canastota
Request for Proposals (RFP)
Design and Engineering Services
Canastota Fire House Renovation Project

RFP Release Date: September 9, 2026

Proposals Due: November 4, 2026 at 4:00 p.m.

Introduction

The Village of Canastota is seeking proposals from qualified firms to provide professional design, engineering, permitting, construction management/oversight and grant reporting services to perform upgrades and renovations to the Canastota Fire House as part of the Village's NY Forward award. The project will be located at 127 E. Center Street in Canastota, New York.

The total available funding for the design, renovation, construction, and management of this project is approximately \$993,337 as of July 2, 2026.

Project Description

The objectives of the overall project, entitled "Renovate Canastota Fire House for Improved Community Use and Greater Accessibility," are to perform upgrades and renovations to the Canastota Fire House. The renovations will include a new elevator, flooring, windows, restrooms, roofing, and backup generator.

In addition to housing the Canastota Fire Department, the Fire House is a community center which hosts meetings, dinners, seminars, vendor fairs, and other community events. The Fire House is also intended to serve as a shelter and command post in the event of severe storms or other emergencies.

Background

The Canastota Fire House is a 108-year-old two-story facility located on E. Center Street in the heart of the Village, adjacent to the historic Downtown District. The Fire House does not currently have an elevator, making it difficult for the building to serve as an emergency shelter. Other parts of the building are decades old and in need of significant upgrades.

As more fully described in the Strategic Investment Plan (SIP), the project will modernize the Canastota Fire House's public meeting space to better serve all community members with accessibility improvements in accordance with the Americans with Disabilities Act (ADA) and other enhancements. The project scope includes elevator installation, restroom renovation, window replacement, exterior rehabilitation, roof replacement, generator replacement, and enhanced energy efficiency.

For additional project details, see Attachment A which contains the full project profile as presented in the Canastota NY Forward Strategic Investment Plan.

Scope of Work

Proposals shall reflect the tasks and deliverables described below which outline the minimum expectations of the project. At a minimum, the following tasks are required for the project, and products identified for each task must be submitted to the Village and DOS for review and approval. Please note that the task order is not entirely indicative of a timeline or order in which deliverables will be requested.

Task 1: Project Initiation Meeting

The selected consultant shall participate in a Project Initiation Meeting with the Village, and shall identify and review design goals, schedule, scope of work, associated fees, responsible parties, and expected deliverables. Additionally, the Project Initiation Meeting should include a determination of the scope and frequency of coordination meetings between the consultant, Village, and project staff, progress reports, and invoices to keep the project progressing and on schedule. The consultant shall establish a file-sharing platform to be used for tracking completion of Tasks and coordinating reviews. The Meeting shall also include a site walk-through of the project site for which the designs will be developed.

Products:

- Brief meeting summary documenting agreements/understandings reached at the initiation meeting, including frequency and method of project progress reports, coordination meetings, and invoices.
- File sharing platform

Task 2: Draft Design

The consultant(s) shall prepare a survey for the project (if needed) and a draft design with design options based upon the project description from the SIP as well as public input and site conditions. The consultant will work with a Project Advisory Committee (PAC) and municipal staff on project design. The consultant should plan to meet with the PAC (in-person or virtually) several times during the design phase and will provide presentations to the Board of Trustees at a regular meeting and to the public at a workshop to obtain feedback on the proposed design. The draft design shall include all required maps, tables, data, written discussions, and other information as identified in the DOS contract. The draft design shall be provided to DOS for review, and comments must be addressed to DOS's satisfaction in subsequent revision of the design.

Products:

- Site survey (if needed)
- Draft design with design options
- A presentation(s) for the Project Advisory Committee, Board of Trustees and public workshop; and summaries from meetings with groups
- Revised draft design(s) in an Adobe Acrobat PDF format created using 300 dpi resolution

Task 3: Environmental Quality Review

The consultant(s) shall prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. If a positive declaration is made, a Draft Environmental Impact Statement shall be prepared for an additional fee to be determined.

Products:

- SEQRA documents and, if necessary, a Draft Environmental Impact Statement

Task 4: Final Design and Construction Documents

The consultant(s) shall prepare the final design in consultation with municipal staff, make a brief presentation of the project to the Board of Trustees, and then prepare construction drawings, plans, specifications, and cost estimates for bid letting. The final design and construction documents are subject to approval from DOS. These documents must be certified by a licensed professional engineer, architect, or landscape architect, and the appropriate seal must be affixed to these documents.

Products

- Presentation to Board of Trustees
- Final design and construction documents, certified by a licensed professional engineer, architect or landscape architect in an Adobe Acrobat PDF format created using 300 dpi resolution
- Cost estimates

Task 5: Permits

The consultant(s) shall prepare the necessary permit or other approval applications and obtain the required permits or approvals.

Products:

- Copies of all required permits and approvals

Task 6: Bidding Assistance

The consultant(s) will assist the Village in the preparation of all required construction bid materials. The consultant(s) will attend a pre-bid meeting with the municipality and prospective contractors and will answer any questions received pertaining to the bid materials. The municipality will advertise the bid and hold the public bid opening. The consultant(s) will assist the municipality with outreach to certified M/WBE firms relevant to the project.

The consultant(s) will analyze the bid results to verify bid calculations, receipt of required documents, qualifications, and other relevant information.

Products:

- Bid invitation
- Bid tabulation sheet

Task 7: Construction Management and Site Inspection

The consultant(s) will review the contractor's schedule regularly to ensure that the project will be completed on time and on budget. The consultant will be responsible for enforcing the construction contract specifications and inform the Village in a timely manner of errors on the plans, defects in the work or materials that could compromise the quality of work, and any conflict that would hinder successful and timely completion of the Project.

Construction management and site inspection services may include, but are not limited to:

- Attend a pre-construction meeting and construction progress meetings, as applicable
- Respond to Requests for Information submitted by the General Contractor (GC) or when requested by the village
- Coordinate with the GC and municipal staff and departments on project construction schedule and impacts to current municipal property
- Monitor and maintain project progress schedules as submitted by the GC
- Review change order requests submitted by the GC
- Provide written monthly progress reports, documenting any issues, project milestones achieved, and percentage complete
- Perform periodic construction observations to verify general conformance with project plans and/or witness specific testing, as requested by the Village. Consultant will document, with photos, conditions for each project element and/or milestone before construction, during construction, and upon project completion
- Review each GC submittal (e.g., show drawings, plan revisions, design changes, construction changes, or similar) for conformance with construction documents.
- After approximately 90% of the work is complete, provide a progress notification including a punch list of remaining items and an estimated schedule for project completion
- Review and certify the GC's applications for payment and submit to the Village for payment/processing
- Ensure that all inspection staff assigned to the project are knowledgeable concerning healthy and safety requirements, procedures and specification of the contract per municipal policy, and adhere to all standards
- Provide construction close out support
- Monitor the GC's adherence to Equal Opportunity and labor requirements contained in the construction contract
- Monitor the GC's and/or subcontractor's efforts to maintain traffic and protect the public from damage to persons or properties within the limits of and for the duration of the contract

- Other related required activities as directed by the Village and DOS

Products:

- Written monthly progress reports, documenting any issues, project milestones achieved, and percentage complete
- Progress notification including a punch list of remaining items and an estimated schedule for project completion

Task 8: Completion of Project

Following satisfaction of punch list items, the consultant shall submit a statement that the work has been completed in accordance with the contract, the final design and construction specifications, and all permit requirements. The completion statement must be prepared and/or certified by a licensed professional engineer, architect, or landscape architect. Unless otherwise specified, the consultant shall submit two copies of as-built plans for the project, certified by a licensed professional engineer, architect or landscape architect. The consultant shall submit a final project report to the Village and DOS including a copy of the completion statement and a copy of the certified as-built plans and photo-documentation in the form of digital images of the site prior to, during, and upon completion of work. The consultant(s) shall not submit a final payment request until the Village concurs that the work is complete.

Products

- Completion statement certifying all work has been completed in accordance with the contract, final design and construction specification, and permit requirement certified by a licensed professional engineer, architect, or landscape architect
- Two copies of as-built plans for the project
- Photo-documentation in the form of digital images of the site prior to, during, and upon completion of the work

Task 9: M/WBE and SDVOB Utilization and Reporting

In accordance with New York State Executive Law Article 15-A, the New York State Department of State has established the Minority Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) participation goals of 30% of the state funding amount (15% for MBE participation and 15% for WBE participation). The consultant and the Village must secure participation and/or demonstrate good faith efforts to procure M/WBEs to satisfy those goals and fulfill all other DOS requirements as applicable. The consultant shall support the Village with M/WBE outreach during the bidding process and demonstrate good faith efforts to procure M/WBE contractors.

The consultant must submit a utilization plan that identifies which MWBE firm(s) are included in the project, their associated Federal Tax ID numbers, a detailed description of the work, and the associated dollar value for the description of work to meet the state mandated goal of 30%. Utilization of SDVOB firms will also be documented

The consultant will prepare all information monthly required by the New York State Contract System to record payments to subcontractors, including a breakdown of payments issues to state-certified M/WBE firms and otherwise report compliance with the provisions of Executive Law Article 15-A in relation to funds uses pursuant to the Village contract with DOS.

Article 3 of Veterans' Services Law, as amended, authorized the creation of the Division of Service-Disabled Veterans' Business Development to promote participation of Service- Disabled Veteran-Owned Businesses (SDVOBs) in New York State contracting. The Service-Disabled Veteran-Owned Business Act recognizes the veterans' service to and sacrifice for our nation, declares that it is New York State's public policy to promote and encourage the continuing economic development of service-disabled veteran-owned businesses, and allows eligible Veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB), in order to increase their participation in New York State's contracting opportunities. To this effect, the Department of State (DOS) has implemented a Veteran-Owned Businesses (SDVOB) Program, as mandated by Article 3.

To comply with the SDVOB Program goals of 6%, the Department of State strongly encourages grantees to make every effort, to the maximum extent possible, to engage certified SDVOBs in the purchasing of commodities, services and technology in the performance of their contracts with the Department. If SDVOB utilization is obtained, a quarterly SDVOB utilization report should be submitted to the Department with information of the utilization percentage achieved during that quarter. Contractor Reporting Forms are found at: <https://ogs.ny.gov/Veterans/>.

Products:

- Reporting documents for the life of the contract

Task 10: Project Reporting

The consultant(s) shall assist the Village with the preparation of a semi-annual (by June 30 and December 31) project status report on the forms provides, including a description of the work accomplished, the status of all tasks in the contract, anticipated schedule of completion of remaining tasks, and an explanation of any problems encountered.

The consultant(s) shall work with the Village to complete the Final Project Summary Report using the information requested on DOS's [online submission form](#). The consultant(s) shall develop the answers to the questions and submit them to the Village for review prior to submission of this form to DOS. Final payment shall not be authorized until this report has been completed and filed with project deliverables.

Products

- Project status reports for the life of the contract
- Final Project Summary Report

The Village recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. If, based on the consultant's knowledge and experience, the consultant believes the required scope of work should be changed in any way, the suggested changes should be outlined in their response. Respondents to the RFP are required to include a recommended project approach based on their expertise and experience with similar projects. The Village and NYSDOS reserve the right to modify the above-mentioned scope of services based on project approaches that may be recommended by respondents, and all RFP document holders shall be notified of such changes.

Additional Products

The consultant(s) must submit to the Village the following additional products described below:

- Electronic data for all Geographic Information System-based mapping products must be submitted in either ArcGIS format, or similar product acceptable to DOS, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Village), as well as in JPG format.
- Photographs and images of the project site before construction, during construction, and post-construction must be submitted in JPG format with a minimum resolution of 300 dpi and must be dated and captioned with the location and a brief description of the activity being documented and include any associated metadata (including the photo's GPS location where available).

Proposal Requirements

Respondents to the RFP shall include the following components in sequential order:

1. **Letter of submittal.** A short introduction, summary of the firm/consultant, and any subcontractors along with a description of the disciplines included within the firm/team. The letter shall also identify a single contact with a telephone number and email address
2. **Team profile and qualifications.** A description of the team members, including sub-consultants, and their role in the project and their relevant experience. This section should include an organizational chart for the project team, which identifies the Project Manager, who will be the primary contact person overseeing daily scope activities. Resumes for key personnel should also be included.
3. **Scope of Work.** A detailed work program outlining the consultant's approach to performing, at a minimum, the tasks within the Scope of Work as noted earlier in this RFP. Based on the Consultant's past experience and expertise, respondents may add additional tasks they deem necessary to achieve the project goals but must explain why necessary to achieve project goals.

For each task, include:

- a. A brief narrative describing what is included within the task,
- b. Key milestones to be met,
- c. Key deliverables to the Village,
- d. An estimated timeframe for completing the task.

4. **Fee Proposal** including

- a. Not to exceed fee for all services to be provided by the respondent/consultant team required to fulfill the deliverables described herein and within their proposal
 - b. Breakdown for fee proposal by each task and by prime consultant and any sub-consultants
 - c. Breakdown of any proposed reimbursables for travel, printing, and/or other anticipated charges
 - d. Fees for any optional and/or additional services for out-of-scope work products that consultant feels necessary to achieve the goals of the project.
5. **Project Experience.** A description of similar work experience and projects involving design and construction management and/or inspection services performed.
6. **Work Sample(s).** A representative work sample similar to the work being requested. Sample may be provided digitally as a PDF or link can be provided. A minimum of two (2) samples is required.
7. **References.** A minimum of three (3) professional references for similar project work completed within the past five (5) years. Provide the name, phone number, and email address of each professional contact.

RFP Schedule

The anticipated schedule for the RFP is below:

Availability of RFP: September 9, 2026

Meeting and walkthrough of project area: September 23, 2026 at 10:00 a.m.

All questions due by email: October 7, 2026

Responses to questions posted by: October 21, 2026

Proposals due: November 4, 2026 at 4:00 p.m.

Consultant selected and notified: Q1 2027

Anticipated project start: TBD 2027

All proposers are encouraged to attend a pre-bid meeting and site visit with municipal and fire department staff on September 23, 2026 at 10:00 a.m. The site visit will take place at the Canastota Fire House, located at 127 E. Center Street in Canastota. In addition, prospective proposers are welcome to request an appointment to examine the project site during regular business hours.

RFP Response Submission Procedure

Respondents are required to submit a proposal to the address below or via email to village@canastota.com.

Hard copies may be hand delivered or mailed to:

Canastota Fire House Renovation Project RFP
Village Administrator
Village of Canastota
205 S. Peterboro Street
Canastota, NY 13032

If emailing an electronic copy, please submit the proposal with the subject line “Canastota Fire House Renovation Project RFP” to the Office of the Village Administrator at village@canastota.com.

All responses to this RFP must be received no later than 4:00 p.m. on November 4, 2026. No materials will be accepted after the due date and time.

Questions pertaining to this RFP may be submitted via email to the Village Administrator at village@canastota.com by October 7, 2026. All questions must include your name, company, address, phone number, and email address. The Village is not responsible for any failure in the delivery of an inquiry. Questions and responses will be posted on the municipality’s website (Canastota.gov) by October 21, 2026. All submissions become the property of the Village and the New York State Department of State upon submission.

RFP Review and Selection Procedure

The Village of Canastota Trustees and Staff will review proposals, conduct interviews of finalists (if necessary), and select a consultant to perform the required work based on the criteria below.

- Quality and completeness of proposal
- Approach to completing the scope of work
- Qualification and relevant experience
- Past performance on similar projects
- Fee for this scope of work

The Village will select the firm that is best suited to assist with this project in accordance with the municipality’s procurement policy. Presentations and/or interviews may be required of qualified finalists. The contract will be awarded to the consultant who is most qualified and whose proposal represents the best value based on the above evaluation criteria. The New York State Department of State must approve all consultants and sub-contractors. The consultant must comply with all provisions in the Contract between the New York State Department of State and the Village.

Conditions to Request for Proposals

a. MBE/WBE Goals

The Village and Department of State have established an overall goal of 30% for Minority and Women-Owned Business Enterprises (“MWBE”), comprised of specific goals of 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation. Percentages may be adjusted between WBE and MBE participation to reach the 30% goal.

For purposes of providing meaningful participation by MWBEs and achieving the Contract Goals established, the selected consultant should reference the directory of New York State Certified MWBEs can be found at the following internet address:
<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

Where MWBE goals have been established herein, the consultant must document “good faith efforts” to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract. In accordance with Section 316-a of Article 15-A and 5 NYCRR §142.13, the consultant acknowledges that if the consultant is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the DOS contract, such a finding constitutes a breach of contract and the consultant shall be liable to the Village for liquidated or other appropriate damages, as set forth herein.

b. SDVOB Goal

The Village and Department of State have established an overall goal of 6% for Service-Disabled Veteran Owned Businesses (“SDVOB”). For purposes of providing meaningful participation of To comply with the SDVOB Program goals of 6%, the Department of State strongly encourages grantees to make every effort, to the maximum extent possible, to engage certified SDVOBs in the purchasing of commodities, services and technology in the performance of their contracts with the Department. For assistance with engaging SDVOB vendors in your contracts, please contact the Division of Service-Disabled Veterans' Business Development at the following email address: VeteransDevelopment@ogs.ny.gov, or the DOS Bureau of Fiscal Management – SDVOB Program at dos.sm.sdvob@dos.ny.gov. The directory of certified SDVOB vendors can be found at:
<https://sdves.ogs.ny.gov/business-search>.

c. Insurance Requirements

The selected consultant will provide workers’ compensation and liability insurance as required, listing the municipality as an “additional insured.”

d. Modifications to the RFP

Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all persons who submit proposals (“proposer”). It is the responsibility of the proposer teams, before submitting a response to the RFP, to ascertain if the Village has issued any notices, clarifications, addenda, or other communications to

proposers. Oral explanations or instructions from staff, officials or consultants shall not be considered binding on the Village.

e. Public Information

All documents, conversations, correspondence, etc. between the Village and Proposers are public information subject to the laws and regulations concerning disclosure that govern the New York State municipalities, unless specifically identified otherwise. If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Village may agree to maintain confidentiality of such material(s) if requested. The Village assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.

f. RFP Award Acceptance

The Contractor reserves the right at all times to accept or reject in their sole discretion, any or all responses and to waive any defects or technicalities or advertise for new RFP responses where the acceptance, rejection, waiving or advertising of such would be in the best interest of the Village. The RFP process may be terminated or modified without notice at any time.

g. Proposal Preparation Expenses

Expenses incurred in the preparation of responses shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply to the Village for reimbursement for these expenses. The Village is not liable for any costs incurred by any individual or firm for work performed to prepare its response or for any travel and or other expenses incurred in the preparation and/or submission of its response or participation in subsequent interviews or presentations. Further, the Village is not liable for any costs incurred prior to approval of the contract.

h. Notice of Acceptance or Rejection

Notice by the Village regarding either acceptance or rejection of a response to this RFP will be deemed to have been sufficiently given when mailed to the respondent, or his or her duly authorized representative, at the address indicated in the cover letter accompanying respondent's submission of a response to this RFP.

Attachment A: Project Profile