

## REQUEST FOR PROPOSALS (RFP)

### Professional Services: Scope of Work Development & Cost Estimation for Multi-Family Rental Properties

City of Jamestown, New York  
Department of Development

#### I. Introduction

The City of Jamestown Department of Development (DoD) is soliciting proposals from qualified professional firms to provide **property assessments, rehabilitation scope-of-work (SOW) write-ups, and detailed cost estimates** for up to **ten (10) multi-family rental properties** located within the City of Jamestown.

This RFP supports the City's broader housing revitalization goals, including correcting substandard housing conditions, increasing rental unit readiness, and supporting equitable neighborhood reinvestment.

#### II. Background

The City of Jamestown is engaged in a multi-pronged effort to rehabilitate older housing stock, address health and safety concerns, and expand quality, code-compliant rental housing. Many multi-family properties require professional documentation and cost analysis to support future project planning, financing, and program eligibility.

The City seeks a qualified firm capable of providing standardized, professional-quality SOW documents and cost estimates that can be used across multiple housing initiatives.

#### III. Scope of Services

##### 1. Property Assessments

For each property (up to 10 total), the selected consultant shall:

- Conduct comprehensive interior and exterior assessments.
- Identify all violations of the NYS Uniform Fire Prevention & Building Code.
- Evaluate structural stability, life-safety issues, and habitability concerns.
- Assess building systems: roofing, foundations, mechanicals, electrical, plumbing, HVAC, and common areas.
- Document unit-specific conditions and deficiencies.

##### 2. Scope of Work (SOW) Development

For each property:

- Prepare a written rehabilitation scope of work with sufficient detail for contractor bidding.
- Organize SOW by system category (e.g., structural, electrical, HVAC, interior finishes, site improvements).
- Include all necessary code corrections, energy-efficiency recommendations, and accessibility improvements where applicable.
- Provide recommended specifications and materials where appropriate.

### **3. Detailed Cost Estimation**

- Provide unit-by-unit and building-level itemized cost estimates.
- Include labor, materials, contingencies, and alternates (repair vs. replacement).
- Provide Excel-compatible estimate files.
- Use locally relevant and current cost assumptions.

### **4. Deliverables**

For each property:

- Full property assessment report (PDF).
- SOW write-up (PDF & editable Word).
- Detailed cost estimate (Excel).
- Photo documentation labeled and referenced in the report.
- Executive summary of priority repairs and total estimated project cost.

### **5. Meetings & Project Coordination**

- Kickoff meeting with DoD staff.
- Interim progress updates as needed.
- Final presentation summarizing findings across all assessed properties.

## **IV. Proposal Requirements**

Proposals must include:

### **1. Firm Profile & Qualifications**

- Company history and relevant expertise.
- Demonstrated experience with multi-family housing assessments and cost estimation.

- Familiarity with NYS Building Code, local codes, and rehabilitation standards.
- 2. Project Team & Staffing**
  - Key personnel and their qualifications.
  - Identification of project manager and primary contact.
  - Resumes or professional bios.
- 3. Methodology & Work Plan**
  - Description of assessment approach.
  - Explanation of how SOWs and estimates will be developed.
  - Proposed timeline for completing all required work.
- 4. Relevant Experience & References**
  - Examples of comparable projects within the last five years.
  - Minimum of three (3) professional references.
- 5. Fee Proposal**
  - Cost per property assessment + SOW + estimate.
  - Optional service pricing and/or volume discounts.
  - Hourly rate schedule for personnel.
- 6. Required Documentation**
  - Certificate of Insurance.
  - W-9 form.

## V. Evaluation Criteria & Scoring Weights

Proposals will be evaluated using the following weighted criteria:

Evaluation Factor	Weight
<b>1. Relevant Experience &amp; Qualifications</b> – Demonstrated expertise in housing assessments, building systems, code compliance, and cost estimating.	<b>30%</b>
<b>2. Methodology &amp; Project Approach</b> – Quality, clarity, and feasibility of the assessment process and deliverable structure.	<b>20%</b>
<b>3. Cost Proposal</b> – Competitiveness, clarity, and cost-effectiveness.	<b>20%</b>

Evaluation Factor	Weight
<b>4. Project Timeline &amp; Capacity</b> – Ability to complete all work within required timeframes; availability of staff.	<b>20%</b>
<b>5. References &amp; Past Performance</b> – Quality of work on similar projects; client satisfaction.	<b>10%</b>

Proposals must score competitively across all categories to be considered for award.

## VI. Procurement Requirements (City of Jamestown / GML §104-b)

This procurement shall adhere to:

- **New York State General Municipal Law §104-b**, governing procurement policies for municipalities.
- **City of Jamestown's Procurement Policy**, adopted by the Jamestown City Council and applicable to all City departments and affiliated agencies where City funds are used.

Accordingly:

- Professional services are exempt from formal sealed bidding but **require solicitation of written proposals** to ensure the prudent and economical use of public funds.
- The City shall award the contract to the proposer that provides the **best value**, considering experience, technical qualifications, methodology, cost, and overall responsiveness.
- The City reserves the right to:
  - Reject any or all proposals;
  - Request additional information from any proposer;
  - Waive informalities;
  - Negotiate final scope and pricing;
  - Award more than one contract if in the City's best interest.

All vendors must comply with applicable federal, state, and local laws, including nondiscrimination, worker safety, and insurance requirements.

## VII. Timeline

- **RFP Release Date:** December 3<sup>rd</sup>, 2025
- **Questions Submitted by:** December 22<sup>nd</sup>, 2025
- **Anticipated Award Date:** January 19<sup>th</sup>, 2025

- **Project Commencement:** Immediately upon contract execution
- **Preferred Project Completion:** Within 250 days of Notice to Proceed (firms may propose alternative schedules)

#### **VIII. Submission Instructions**

Copies of the full Request for Proposals (RFP) may be obtained through the City's website link at [www.bidnetdirect.com/new-york/jamestownny](http://www.bidnetdirect.com/new-york/jamestownny), by contacting the Department of Development or by email request to: [dod@jamestownny.gov](mailto:dod@jamestownny.gov)

Proposals must be submitted electronically via Bidnet or email in PDF format to:

**Department of Development**

City of Jamestown, Department of Development

Email: [dod@jamestownny.gov](mailto:dod@jamestownny.gov)

Subject Line:

**RFP Submission – Multi-Family SOW & Cost Estimation Services**

Late or incomplete proposals may not be accepted.

#### **IX. Questions**

All questions regarding this RFP must be submitted no later than **December 22, 2025** via email to:

**Email:** [dod@jamestownny.gov](mailto:dod@jamestownny.gov)

Subject Line:

**RFP Questions- Multi-Family Assessments**

Responses will be provided to all known proposers.