



**CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)**

**Central Albany Revitalization Area (CARA)
Statements of Qualifications (SOQs) for
Price Agreements for Architectural Services
SOQs Due by 2:00 p.m., Tuesday, September 6, 2016**

Notice is hereby given that the City of Albany, Central Albany Redevelopment Agency is requesting SOQs for a Qualifications Based Selection (QBS) for Architectural Services to be used on an “as needed” basis for a three-year term. CARA desires to establish Price Agreements from qualified individuals or firms that can demonstrate competency and experience providing the following:

- Programming and schematic design plans;
- Digital design;
- Storefront renovations and design, exterior paint selection appropriate to historic buildings; and
- Construction document drawings for a variety of building types, including historic, commercial and residential structures.

This RFP is directly related to CARA’s Architectural Assistance Program that assists building and business owners by paying for an initial consult with an architect.

The Request for SOQs can be downloaded from the City of Albany website at Albany website at <https://www.cityofalbany.net/departments/finance/city-purchasing/bids-rfps-rfqs>, or a printed copy can be obtained at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone (541) 917-7522, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is a \$35 charge for printed RFP documents.

It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. In addition, all Consultants known by the City of Albany to have received a complete set of the SOQ documents will receive notification when additional items are posted to the website. For questions or clarifications regarding this RFP, contact Diane Murzynski, CPPO, Purchasing Coordinator, at (541) 917-7522; to be added to the Interested Consultant’s list contact Nathan Reid at (541) 917-7654.

SOQs shall be filed in sealed envelopes and received by the City of Albany, at the Parks & Recreation Counter, not later than 2:00 p.m. PST, Tuesday, September 6, 2016, addressed to the City of Albany, Attention: Diane Murzynski, CPPO, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. On the outside of the envelope, please reference “Request for SOQs for Architectural Services” along with the name and address of the applicant. Faxed or electronic (e-mail) responses will not be accepted. SOQs received after the closing date and time will not be opened or reviewed.

The City may reject any SOQ not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all SOQs in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 1ST DAY OF AUGUST 2016.

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator