

MARKET SURVEY NOTICE – Architectural services

Selection of economic operators to be invited to tender for amounts below the European Union community threshold, to be carried out pursuant to Italy's art. 36, paragraph 2, lett. b) of Legislative Decree 50/2016, and subsequent amendments for Architectural Services in favor of the Italian Trade Agency - New York office.

Pursuant to art. 36, paragraph 2, lett. b) of Legislative Decree 50/2016 and subsequent amendments, in conjunction with Guidelines n. 4, issued by the ANAC in implementation of Legislative Decree 18 April 2016, n. 50, containing "Procedures for the awarding of public contracts for amounts below the thresholds of Community relevance, market surveys and training and management of lists of economic operators" (Resolution No. 1097 of 26 October 2016), and as regards D.Lgs. 19 April 2017, n.56, ITA announces that ICE-New York Agency intends to initiate a negotiated procedure for the acquisition of the services in question, proceeding with the preliminary identification of economic operators – **licensed and registered as architects in the state of New York and a minimum of ten years' experience in historic restoration, in addition, demonstrable experience working with New York City Landmarks** - interested in participating in the procedure that are in possession of the general requirements and professional competence, as per articles 80 and 83 of Legislative Decree 50/2016.

The Italian Trade Commission office is a 5 story townhouse located at 33 East 67th street and is subject to Landmarks Preservation Commission regulations. The building will require the following work:

- Repair/reattach loose decorative marble urns on front entry pedestals.
- Install supplemental bracing at the rear roof gutter to ensure that there is positive drainage; install a small sheet metal curb at outer edge of the gutter.
- Replace front façade upper cornice wash with new membrane roofing, enlarge scupper opening at the west façade.
- Install a new, larger downspout at the west façade secondary wall, configured to provide a more efficient passage of runoff.
- Scaffolding & site safety

Following please find the services for which we will be asking you to bid on:

Scope of Architectural Services

- Provide design development documents (drawings and specifications) and budget estimate for ITC review.
- Submit application and coordinate design process with Landmark Preservation Commission (LPC) staff.
- Provide Final Documents for bidding purposes and final budget estimate.
- Assist the ITC with solicitation of bids, responding to RFI requests, and meeting on-site with bidders
- Assist the ITC with contractor selection.
- Initiate project(s) and provide construction administration services for the duration of the work.
- Coordinate close-out of the project.

VALUE OF THE CONTRACT AND PRESENTATION OF APPLICATIONS FOR PARTICIPATION

This notice will be published on the website of this contracting authority for a period of 15 days starting from the day following the date of publication.

The expected level of spending is under \$30,000.00 for the architectural services and under \$190,000.00 for the construction and associated services.

Applications for participation by economic operators interested in the selection procedure in question must be delivered - under penalty of exclusion - **in a sealed envelope to the New York ITA, 33 East 67 Street, New York, NY 10065, no later than the time and date indicated in the announcement.**

The envelopes must bear the following wording:

DO NOT OPEN – This envelope contains "Procedures for the awarding of public contracts for amounts below the thresholds of Community relevance, market surveys and training and management of lists of economic operators – Architectural Services" for ITA – New York Office

as well as an indication of the sender's name (complete with address and telephone number) and the email address to receive any communications from.

Applications for participation received after the above deadline will not be considered. The delivery of the envelope remains at the sole risk of the sender, not assuming the ICE-Agency any responsibility where it did not arrive within the terms or was not intact.

The request for participation does not lead to the Administration any specific obligation regarding the continuation of the negotiation.

Travel agencies interested in participating should send the following documentation to the New York ITA:

- **IRS Form W-9;**
- **enclosed declaration duly completed, dated and signed by the legal representative or its delegate with power of representation accompanied by a valid photocopy of the ID, in compliance with:**
 - **General requirements (pursuant to Article 80 of Legislative Decree 50/2016);**
 - **Requirements for professional competence in the sector of reference for the service requested (pursuant to Article 83, paragraph 1, letter a) of Legislative Decree No. 50/2016);**
 - **Technical and professional skills (pursuant to Article 83, paragraph 1, letter c) of Legislative Decree 50/2016).**

In implementation of the principles of transparency, publicity, impartiality pursuant to art. 4 of Legislative Decree 50/2016, amended by Legislative Decree 56/2017, the ITA will proceed to invite to the tender procedure a number not less than five operators, where they exist. If the minimum number of candidates that meet the selection criteria is not reached, we will proceed, pursuant to art. 91, c. 2 of Legislative Decree 50/2016 and subsequent amendments, also in the presence of a number of candidates lower than the above-mentioned minimum.

The procedure for the realization of the service in question will be awarded with the criterion of the most economically advantageous tender on the fee pursuant to art. 95, c. 2 of Legislative Decree 50/2016 and subsequent amendments. The detailed procedures for evaluating offers will be indicated in the letter of invitation.

The applications for participation will be examined by the person in charge of the proceedings in public session **on the day and on the date indicated in the announcement** at the premises of the ITA in New York. Only one legal representative, or his delegate, can participate in the public session for each economic operator.

The letter of invitation and the documents necessary for the participation in the tender in question will be sent - to the selected operators - to the address indicated in the application form.

The data provided by the applicants will be processed in accordance with Legislative Decree 196/2003 exclusively for the purposes connected with the completion of the procedure in question.

The Office of reference for the selection procedure is the ICE-New York Office (email: newyork@ice.it).

The Responsible of the Procedure is Dr. Maurizio Forte, Italian Trade Commissioner of the New York Office.

Signed by
Dr. Maurizio Forte
Italian Trade Commissioner
Executive Director for the USA