REQUEST FOR PROPOSALS
ARCHITECTURAL SERVICES

Renovation, Expansion and Phased Development Master Plan

Leadership Training Institute (LTI)

350 Greenwich Street, Hempstead, New York 11550

Issued Date	September 10, 2026
Registration / Site Visit	September 11-18, 2026, by appointment
Questions Due	September 21, 2026, 4:00 PM ET
Proposal Due	October 5, 2026, 4:00 PM ET

LTI seeks a qualified New York-licensed architectural firm to provide disciplined, cost-conscious professional services from post-feasibility planning through design, approvals, bidding, construction administration and closeout. The selected architect will also establish a long-term master plan that allows later expansion as programs and funding grow.

This RFP is structured for phase-by-phase authorization and transparent pricing so LTI can control professional fees and avoid unnecessary redesign or midstream changes.

1. Organization and Project Background

Leadership Training Institute (LTI) is a 501(c)(3) nonprofit organization serving workforce development, economic mobility, education, youth development and successful community reintegration. LTI intends to rehabilitate and expand its existing facility at 350 Greenwich Street, Hempstead, New York.

The project shall be developed as a long-term phased-development master plan. The initial construction is to meet LTI's current priority needs while preserving practical and economical options for future training, conference, seminar, collaboration, partner, administrative and program space. Future phases will proceed only as justified by program demand and available grants, fundraising, partnerships and other financial resources.

The current feasibility concept referenced a 7,020-square-foot final building. LTI is not asking proposers to treat that figure as a fixed final program. Instead, the selected architect shall validate the initial-phase program and show the site's ultimate build-out potential within applicable zoning, code, access, parking, utility and budget constraints.

2. Project Objectives

- Create an accessible, functional, durable and cost-effective educational/community facility that supports LTI's present program needs.
- Preserve and enhance the building's visual contribution to its prominent community location; design quality and exterior appearance are material considerations.
- Plan Phase 1 so later additions can be made with minimal demolition, duplication of work or disruption to ongoing operations.
- Coordinate structure, utilities, fire protection, mechanical/electrical systems, vertical circulation, site access, parking and building connection points for future expansion.
- Provide realistic construction-cost information at each design stage so scope and budget decisions are made before costly documentation and permitting work occurs.
- Obtain required governmental approvals and support competitive contractor procurement and construction through closeout.

3. Available Information and Due Diligence

LTI will make available the existing feasibility study, available site survey and building information, program information and other owner-held records. Proposers shall review the materials before finalizing their fee and shall identify any additional information they require.

A site walkthrough is strongly encouraged. Firms may register and schedule a walkthrough with Mehary Mehreteab during the period shown in the procurement schedule. Proposers remain responsible for verifying existing conditions relevant to their proposed scope; destructive testing is not required unless separately authorized.

4. Scope of Architectural Services

The selected architect shall serve as prime design professional and coordinate all architectural and required engineering/specialty disciplines included in the proposal. LTI may authorize services one phase at a time. No later phase may begin without written authorization from LTI.

Phase 0 - Program Validation and Phased Master Plan

- Review the feasibility study, survey, assessor information, existing building data and LTI program priorities; confirm key assumptions and identify information gaps.
- Validate the preferred phased-development approach and recommend the most cost-effective strategy for reuse, addition, selective demolition and/or replacement of existing construction.
- Prepare a concise program and area schedule for the initial phase and an ultimate build-out concept for the site.
- Prepare phasing diagrams showing: (a) initial construction, (b) reserved future addition areas, (c) ultimate build-out, and (d) major infrastructure and connection points.
- Address site access, parking, setbacks, zoning, utilities and code implications for both the initial phase and ultimate build-out.
- Provide an order-of-magnitude construction-cost range and identify major budget risks before proceeding.

Phase 1 - Schematic Design

- Develop the approved initial phase into schematic plans, elevations and site concepts sufficient to confirm space, circulation, accessibility, appearance and basic systems strategy.
- Present practical design alternatives only where they materially affect cost, function, approvals or future expansion; avoid unnecessary option development.
- Update construction-cost estimate and reconcile the design to LTI's approved budget.

Phase 2 - Design Development

- Develop the approved schematic design, including coordinated architectural, structural, mechanical, electrical, plumbing, fire protection and other required systems.
- Confirm materials, principal finishes, equipment allowances and system capacities needed for future expansion.
- Update the construction-cost estimate and identify value-engineering opportunities before construction documents are substantially advanced.

Phase 3 - Governmental Approvals and Permitting

- Prepare and coordinate submissions and assist LTI in obtaining applicable zoning, planning, building, fire and other governmental approvals and permits.
- Attend reasonably required agency meetings and respond to standard plan-review comments. Clearly identify in the proposal any anticipated discretionary approvals, hearings or special applications that are not included in the base fee.

Phase 4 - Construction Documents

- Prepare coordinated drawings and specifications suitable for permitting, competitive bidding and construction.
- Coordinate consultants and resolve interdisciplinary conflicts before issuance.
- Provide a final pre-bid construction-cost estimate and recommended alternates, if needed, to preserve budget flexibility.

Phase 5 - Bidding and Contractor Procurement

- Prepare bid documents and assist with bidder communications, pre-bid meeting, responses to questions and addenda.
- Assist LTI in evaluating bids/proposals, qualifications, scope gaps, substitutions and alternates, and provide a written contractor recommendation.
- Prepare a bid comparison that clearly identifies base bids, alternates and major exclusions.

Phase 6 - Construction Administration and Closeout

- Conduct periodic site observations appropriate to the work; review submittals, RFIs, change proposals and payment applications; and advise LTI regarding conformance with the contract documents.
- Participate in progress meetings at the frequency included in the fee proposal and identify additional meeting costs, if any.
- Perform substantial-completion review, punch-list follow-up and closeout review, including record documents and warranties required of the contractor.

5. Required Deliverables and Cost Controls

- A phase-specific deliverable list and written approval point at the end of each phase.
- A simple project schedule identifying LTI decisions, agency actions and critical dependencies.
- Construction-cost estimates at completion of Phase 0, schematic design, design development and pre-bid construction documents.
- Immediate written notice if the design is trending above the approved budget, together with practical corrective options.
- Design of Phase 1 infrastructure so later additions can be made economically and with minimal disruption.
- Electronic PDF deliverables; editable/native files and record documents as specified in the final agreement.

The architect shall not materially expand the program, redesign approved work, authorize additional consultant services, or incur additional professional fees without prior written approval from LTI.

6. Consultant Coordination and Services to Identify Separately

Proposals shall state which disciplines are included in the base fee and which, if any, are excluded. At minimum, address architectural, structural, mechanical, electrical, plumbing, fire protection, civil/site, code/zoning and cost-estimating services. Identify anticipated specialty services such as geotechnical, environmental, hazardous-material testing, surveying updates, traffic, acoustics, kitchen, audiovisual, security, landscape or other consultants.

Any service not included in the base fee must be listed as an optional/additional service with a stated lump sum, not-to-exceed amount, or hourly rate schedule. No additional service will be compensable unless authorized in writing by LTI before the work is performed.

7. Proposal Requirements

Proposals should be concise and organized in the following order:

1. Cover letter and primary contact information.
2. Firm qualifications, New York licensure and relevant nonprofit, educational, community-facility, renovation/expansion and phased-development experience.
3. Project understanding and proposed approach, including how the firm will protect future expansion while controlling first-phase cost.

4. Proposed project team, roles, availability and key consultants.
5. Comparable projects: brief description, size, construction cost, services performed and completion status.
6. Three client references for comparable assignments, with contact name, organization, telephone and email.
7. Proposed schedule and anticipated owner decision points.
8. Fee proposal using the pricing format in Section 8.
9. List of assumptions, exclusions and requested owner-provided information.
10. Confirmation that the proposal remains valid for 60 days after the submission deadline.

8. Fee Proposal - Required Pricing Format

LTI is seeking strong value and predictable fees. Percentage-of-construction-cost information may be provided for comparison, but proposals must also state a separate lump-sum fee for each authorized phase. LTI prefers phase-by-phase fixed fees over an open-ended percentage arrangement.

Phase	Base Lump-Sum Fee	Consultants Included	Key Assumptions / Exclusions
0 - Program Validation / Master Plan	$		
1 - Schematic Design	$		
2 - Design Development	$		
3 - Approvals / Permitting	$		
4 - Construction Documents	$		
5 - Bidding / Procurement	$		
6 - Construction Administration / Closeout	$		

Also provide: (i) hourly rates by staff classification for preauthorized additional services; (ii) a not-to-exceed amount or stated assumptions for construction-administration site visits/meetings; (iii) reimbursable-expense policy; and (iv) any proposed percentage of construction cost for reference only.

Reimbursable expenses must be reasonable, supported, and billed at actual cost without markup unless expressly stated and accepted. Travel within the New York metropolitan area should be included in the base fee. Permit, filing and governmental fees payable to agencies may be excluded if clearly identified as owner costs.

9. Procurement Schedule and Communications

Milestone	Date / Requirement
RFP issued	September 10, 2026
Proposer registration / walkthrough window	September 11-18, 2026; schedule with Mehary Mehreteab
Deadline for written questions	September 21, 2026, 4:00 PM ET
LTI responses to questions	Target: September 21, 2026; distributed to registered proposers
Proposal deadline	October 5, 2026, 4:00 PM ET
Interviews, if required	To be scheduled
Selection / contract negotiation	Following evaluation and any interviews

Questions shall be submitted by email to Mehary Mehreteab, Operations Director, at Mehary@ltiny.org. Firms are requested to register by email so LTI can distribute responses or other procurement notices consistently to all registered proposers.

10. Evaluation and Selection

LTI intends to select the firm offering the best overall value, not necessarily the lowest price. Proposals will be evaluated using the following weighted criteria:

Criterion	Weight	Considerations
Relevant experience and qualifications	20%	Comparable renovation/expansion, nonprofit, education/community and phased projects

Project understanding and approach	20%	Practicality, phasing, future expansion, design quality and cost control
Project team and availability	15%	Key personnel, consultants, coordination and capacity
Governmental approvals / local execution	10%	Zoning, building, fire and permitting experience
Schedule and responsiveness	10%	Ability to meet milestones and make timely decisions
References / past performance	10%	Three comparable client references
Fee and overall value	15%	Transparent phase pricing, inclusions and cost effectiveness

LTI may shortlist firms, conduct interviews, request clarification, negotiate scope and fees, and consider proposed ideas or alternatives that improve value without compromising program needs or future expansion.

11. Submission Instructions

Submit one electronic PDF proposal by the deadline to:

Leadership Training Institute (LTI)
Attn: Mehary Mehreteab, Operations Director
Email: Mehary@ltiny.org
Subject: RFP - Architectural Services - 350 Greenwich Street

LTI encourages concise proposals. Marketing material unrelated to the project should be omitted or limited.

12. Contract and Administrative Requirements

- The selected firm must be properly licensed and authorized to provide the required professional services in New York and shall identify the architect who will be responsible for the work.
- The selected firm will be required to maintain professional liability, commercial general liability, workers' compensation and other insurance appropriate to the services, with limits to be finalized in the professional-services agreement.
- All work product prepared specifically for the project shall be available to LTI for its project use as provided in the final agreement. The architect may retain standard professional rights in its instruments of service.
- The architect shall disclose actual or potential conflicts of interest and shall not accept compensation from contractors, vendors or suppliers in connection with the project.
- Changes in scope, schedule or compensation require written approval by LTI. The selected firm shall promptly disclose conditions likely to affect budget or schedule.
- The final professional-services agreement will control in the event of conflict with the proposal.

13. Reservation of Rights

LTI reserves the right, in its sole discretion, to reject any or all proposals; waive informalities; request clarification or additional information; conduct interviews; negotiate scope, schedule and fees; modify or reduce the scope; cancel or reissue the RFP; or make no award. LTI is not obligated to select the lowest-cost proposal and will consider qualifications, experience, approach, cost and overall value. Costs incurred in preparing a proposal are the proposer's responsibility.

14. Proposal Validity

A proposal may be withdrawn before the submission deadline. After the deadline, proposals shall remain valid for sixty (60) days. During that period, the proposer shall maintain the pricing, terms and conditions stated in its proposal, subject to execution of a mutually acceptable professional-services agreement.

Appendix A - Minimum Phase Deliverables

The following is intended to standardize proposals and make fee comparisons easier. Firms may propose refinements that reduce cost or improve delivery while preserving these outcomes.

Phase	Minimum Deliverables
Phase 0	Validated initial program; existing-condition/constraint summary; phased master plan; initial vs. ultimate build-out diagrams; infrastructure/connection strategy; preliminary zoning/site/parking review; order-of-magnitude cost range; decision memo.

Phase 1	Schematic plans/elevations/site plan; principal exterior concept; accessibility/circulation concept; outline systems approach; updated cost estimate; owner approval package.
Phase 2	Coordinated design-development set; system narratives; major materials/finishes; updated cost estimate; value-engineering recommendations; owner approval package.
Phase 3	Required approval/permit submissions; response log for agency comments; status reporting.
Phase 4	Coordinated permit/bid construction documents and specifications; pre-bid estimate; bid alternates if required.
Phase 5	Bid/RFP package; bidder Q&A/addenda; bid comparison; contractor recommendation.
Phase 6	Site-observation reports; RFI/submittal/payment review; change-order recommendations; substantial-completion/punch-list services; closeout review.

Appendix B - Attachment / Information Checklist

- Existing feasibility study, including the preferred concept and any approved revisions.
- Available property/site survey and assessor/property information.
- Available existing-building drawings, reports and utility information.
- LTI current program requirements and priority spaces.
- Any known grant requirements, funding conditions, target budget or schedule constraints.
- Any other owner-held reports relevant to code, environmental conditions, structure or building systems.

If any listed item is unavailable at issuance, proposers should clearly state any resulting fee assumption rather than including broad contingencies in the base fee.