



Village of Saranac Lake

39 Main Street
Saranac Lake, NY 12983
Phone (518) 891-4150
Fax (518) 891-1324
www.saranaclakeny.gov

VILLAGE OF SARANAC LAKE Request for Qualifications for the Design and Permitting of an Extension of the Village's existing Riverwalk

Introduction

The Village of Saranac Lake seeks to contract with a qualified firm or consultant team for the design and permitting of an extension of the Village's existing Riverwalk from its existing terminus off of Dorsey Street to Broadway. The Village has issued a Request for Qualifications (RFQ) to identify firms with the interest, expertise and capacity to assist the Village with this exciting project. From the list of qualified firms the Village will select the firm that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. The project is being funded by a New York Department of State Environmental Protection Fund Local Waterfront Revitalization Program grant award. The RFQ is available on the Village of Saranac Lake website at www.saranaclakeny.gov.

Responses are due by **Wednesday, March 8, 2017 at 3PM** and must be sent by email to:

Kareen Tyler, Village Clerk
Village of Saranac Lake
39 Main Street
Saranac Lake, NY 12983
Tel: (518) 891-4150
Email: clerk@saranaclakeny.gov

Project Description

The Saranac Riverwalk is a .5 mile multi-use path that follows the Saranac River from the Grand Entrance at 3 Main Street and winds through downtown to Tops Market on Church Street. The idea for the Riverwalk was formalized in the 1988 document Saranac River: A Plan for Access. The Riverwalk is one of several projects that led to the Village's 1998 All-America City award.

At present, the Riverwalk ends in the Dorsey Street parking lot and requires pedestrians to pass through an alleyway to reconnect with portion of the Riverwalk that extends from Broadway to Church Street. The project would extend the Riverwalk from its existing terminus along the river over an intervening property and along the side of the former Dew Drop Inn restaurant at 27 Broadway, connecting at Broadway (see attached map).

The Village has received an LWRP grant awarded for the design and permitting of the project.

Scope of Work

The scope of work for the project includes but is not necessarily limited to the following tasks:

1. Site reconnaissance including survey work & and mapping of existing conditions.
2. Development of up to three (3) schematic design alternatives including conceptual cost estimates for each alternative
3. Participation in a public meeting to solicit input on schematic designs
4. Preparation of all documents necessary to comply with State Environmental Quality Review (SEQRA).
5. Develop final project design and cost estimates
6. Preparation of construction documents
7. Preparation of applications, forms, and related materials necessary to obtain all required federal, state and local permits.

8. Undertake construction bid process

Submission Instructions

Responses shall include the following components in sequential order:

1. An introductory Letter of Interest.
2. A discussion of the firm's approach to the project.
3. Resumes of key members of the firm that would be involved with the project.
4. Examples of relevant project experience.
5. Sample materials such as maps and reports from past similar projects.
6. References from past similar projects.

Submission Deadline and Requirements

Responses shall meet all submission requirements as described below:

- Responses shall be submitted in portable document format (.pdf);
- Responses shall be able to be reproduced or printed on portrait-oriented 8 ½ x 11 inch standard paper;
- Responses shall be received by **Wednesday, March 8, 2017 at 3PM**; and
- Responses shall be sent by email to:

Kareen Tyler, Village Clerk
 Village of Saranac Lake
 Email: clerk@saranaclakeny.gov

Conditions Governing Responses

Only those proposals which contain complete information and are responsive to the RFQ will be considered. The Village of Saranac Lake reserves the right to:

- Accept or reject any or all submissions associated with this work;
- Request qualified respondents to consider contracting for only certain elements of the project or to consider partnering with other qualified respondents;
- Require respondents to clarify aspects of their understanding of and approach to the project in person or by telephone;
- Waive or modify minor irregularities in responses received;
- Negotiate with respondents to best serve the interests of the Village of Saranac Lake;
- Amend specifications after their release, with due notice given to all consultants to modify their proposals to reflect changed specifications;
- Award a contract for any or all parts of the project including award of specific project components to one or more qualified respondent.

Selection Procedure

Responses will be reviewed by a committee of Village staff. Respondents will be assessed against the following criteria:

Component	RFQ Score
Responsiveness to the RFQ	5 points
Previous experience in similar projects	20 points
Understanding of project scope and requirements	25 points
Ability to meet the schedule/budget	10 points
Expertise of key personnel	20 points
Response from references/past projects	20 points
Total	100 points

From the list of qualified firms the Village will select the firm that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. Presentations may be required of qualified finalists. If required, presentations will be held at a time, date, and location chosen by the Village.

The selected firm will be notified in writing and be asked to meet and submit their prospective scope of services, schedule and a fee proposal. If, after negotiation and consideration, the Village is unable to reach an acceptable agreement with the firm, the Village will terminate negotiations with the firm and, at its sole discretion, may enter into negotiations with another qualified firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFQ.

Inquiries

All inquiries should be directed to:

Jeremy Evans, AICP
Community Development Director
Village of Saranac Lake
3 Main Street, Suite 1
Saranac Lake, NY 12983
(518) 891-4150 ext. 235
comdev@saranaclakeny.gov

Additional Considerations

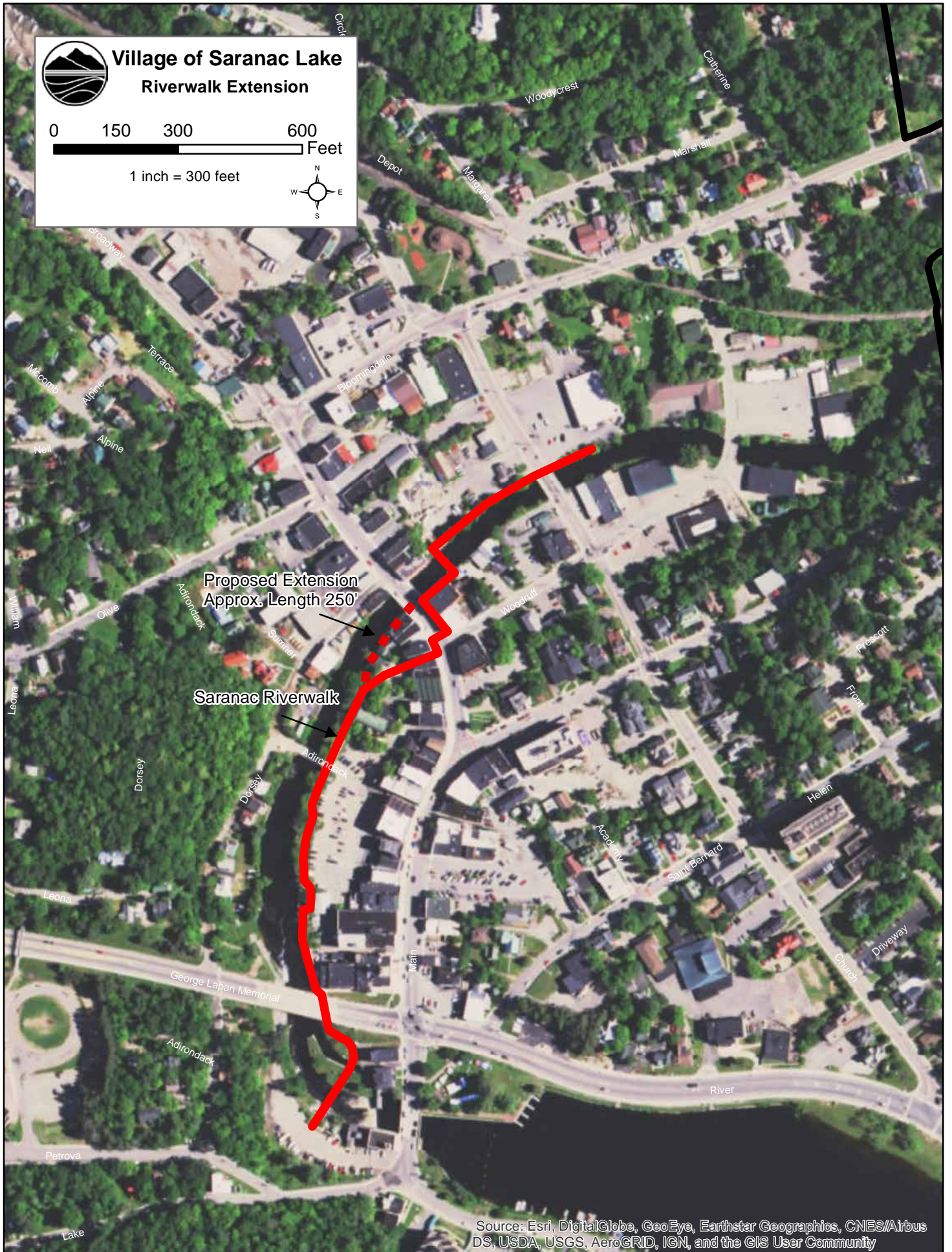
- This project will be financed through a New York Department of State Environmental Protection Fund Local Waterfront Revitalization Program award. All documents produced as part of this project must include the NYS Comptroller's Contract Number and appropriately acknowledge this grant funding as follows: "This (document, report, map, etc.) was prepared for the New York State Department of State with funds provided under Title 11 of the Environmental Protection Fund, for the Village of Saranac Lake."
- The Village is not responsible for responses that are not received or that do not arrive by the submission deadline.
- 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.
- By submitting a response the respondent agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in the response.
- 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 of Saranac Lake may agree to maintain confidentiality of such material(s) if requested. The Village of Saranac Lake assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.
- The Village of Saranac Lake 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 of Saranac Lake is not liable for any costs incurred prior to approval of the contract.



Village of Saranac Lake Riverwalk Extension

0 150 300 600 Feet

1 inch = 300 feet



Proposed Extension
Approx. Length 250'

Saranac Riverwalk

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community