



Capital of the Adirondacks

**Village of Saranac Lake** 39 Main Street, 2nd Floor Suite 9 • Saranac Lake, NY 12983-2294 • Phone: (518) 891- 4150 • [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

The Village of Saranac Lake seeks to contract with a qualified company to make repairs to two (2) Basketball Courts and one (1) Tennis Court in the Village of Saranac lake. The Village has issued a Request for Proposal (RFP) to identify companies with the interest, expertise and capacity to assist the Village with identifying deficiencies, recommend repairs and oversight of the court repairs for the proposed project. From the list of qualified companies, the Village will select the company that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. The RFP is available on the Village of Saranac Lake website at [www.saranaclakeny.gov](http://www.saranaclakeny.gov). Under - about us, documents and forms, public notices, bidding and RFP's

Hard Copy correspondence are to be received by the Village Clerk by **Monday, August 9th, 2021 at 2:30PM:**

Kareen Tyler, Village Clerk  
Village of Saranac Lake  
39 Main Street  
Saranac Lake, NY 12983



## Village of Saranac Lake

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

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### VILLAGE OF SARANAC LAKE Request for Proposal for the Design, Repairs, Resurfacing and Oversight of Two Basketball Courts and One Tennis Court

#### Introduction

The Village of Saranac Lake seeks to contract with a qualified company to make repairs to two (2) Basketball Courts and one (1) Tennis Court in the Village of Saranac Lake. The Village has issued a Request for Proposal (RFP) to identify companies with the interest, expertise and capacity to assist the Village with identifying deficiencies, recommend repairs and oversight of the court repairs for the proposed project. From the list of qualified companies, the Village will select the company that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. The RFP is available on the Village of Saranac Lake website at [www.saranaclakeny.gov](http://www.saranaclakeny.gov).

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

#### Project Description

The Village of Saranac Lake Municipal Tennis Court and Basketball Court located in Ampersand Park on the corner of Broadway (NYS RTE 86) and Ampersand Ave in the Village of Saranac Lake and the Basketball Court located in William Morris Park on the Corner of Bloomingdale Ave (NYS RTE 3) and Depot Street. The Current courts have numerous cracks and ponding on the courts. The proposing qualified company must be experienced in court repairs and resurfacing.

**Ampersand Tennis Court**-is approximately 120'x60' and sits on the western end of the Park. The court has numerous cracks and low spots causing ponding on the court. Repairs would need to be made to the surface of the court to correct these issues along with resurfacing and standard striping for the court.

**Ampersand Basketball Court**-is approximately 110'x60' and sit in the middle of Ampersand Park. The court has several cracks and low spots causing ponding on the court.

**Alternate #1 William Morris Basketball Court**-is approximately 55'x45' and sits in the south east corner of the park. The court has several cracks and low spots causing ponding on the court. This court currently has a mural painted on the court that will be required to remain.

The Village proposes to engage with qualified company or individual who will design and repair the current courts to like new condition.

## Scope of Work

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

1. Repairs of cracks in court surfaces
2. Repairs of low areas causing ponding
3. Resurfacing of the courts.
4. Standard striping of the courts.

## Submission Instructions

Responses shall include the following components in sequential order:

1. An introductory Letter of Interest.
2. A discussion of the company's approach to the project.
3. Response to Evaluation Criteria.
4. Examples of relevant project experience.
5. References from past similar projects.

## Submission Deadline and Requirements

Responses shall meet all submission requirements as described below:

- Printed on portrait-oriented 8 ½ x 11 inch standard paper;
- Responses shall be received by **Monday, August 9th, 2021 at 2:30PM**; and
- Responses shall be sent to:

Kareen Tyler, Village Clerk  
Village of Saranac Lake  
39 Main St, Second Floor  
Suite 9  
Saranac Lake NY, 12983

## Conditions Governing Responses

Only those proposals which contain complete information and are responsive to the RFP 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:

<b>Component</b>	<b>RFP Score</b>
Responsiveness to the RFP	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
<b>Total</b>	<b>100 points</b>

From the list of qualified companies, the Village will select the company 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 company 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 company, the Village will terminate negotiations with the company and, at its sole discretion, may enter into negotiations with another qualified company 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 RFP.

**Inquiries**

All inquiries should be directed to:

Dustin Martin  
 Superintendent of Public Works  
 Village of Saranac Lake  
 39 Main Street, Suite 9  
 Saranac Lake, NY 12983  
 (518) 891-4160  
[dpw1@saranaclakeny.gov](mailto:dpw1@saranaclakeny.gov)

**Additional Considerations**

- 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.