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Village of Saranac Lake
Questions & Answers Re: Request for Proposals
Engineering Design Services and Construction Management
Parks, Streetscapes, and Connectivity Improvements
Proposal Deadline: 09/11/20

Question 1. Will DOS (or any other state agency) require that SEQR be done collectively for all of the component projects within the DRI contract? Or for each project bundle? Or can SEQR be done separately for each project (e.g. for each park)?

- **Answer 1:** SEQR can be done separately for each project, or combine some together, however the Village Board and/or attorney feel are most expeditious. It is unknown to the Village why Plattsburgh bundled the SEQR together. As long as it can be demonstrated that SEQR is satisfied for the various construction projects in the work plan, that will be fine.
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Question 2. Is the MWBE goal required to have a 15% MBE and 15% WBE breakdown? Or if an MBE or WBE on the team can fulfill the total 30% requirements is that acceptable. Also, If the prime consultant is and MBE or WBE does this satisfy the requirements?

- **Answer 2:** The MWBE goals are stated in the contract between the Village and NYS Department of State. The goals are listed as: 15% MBE and 15% WBE. In previous contracts the goal was 30% MWBE, which would allow the contractor to use any combination of M/WBE subcontractors to meet the goal. The new contracts are specifying the breakdown for M and WBE goals now. The Village can request a waiver, but we would need to document a good faith effort to meet the goals.
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Question 3. The MBE/WBE goal is 30%. To achieve this goal, does it need to be 15% MBE/15% WBE? Or is it a combined 30% with the split at our discretion?

- **Answer 3:** The MWBE goals are stated in the contract between the Village and NYS Department of State. The goals are listed as: 15% MBE and 15% WBE. In previous contracts the goal was 30% MWBE, which would allow the contractor to use any combination of M/WBE subcontractors to meet the goal. The new contracts are specifying the breakdown for M and WBE goals now. The Village can request a waiver, but we would need to document a good faith effort to meet the goals.
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Question 4. Due to the challenges of delivery during Pandemic, can proposal responses be submitted by email rather than hard copies delivered by mail?

- **Answer 4:** In the submission requirements for the RFP, the Village is asking for 1 electronic copy and 4 hard copies. The hard copies have been requested by the reviewers. If the hard copies are delayed by

the postal system but I receive the electronic copy by the deadline, I will consider the proposal to be submitted by the deadline.

Question 5. The introduction of the RFP states that there are 3 projects but we looked at 7 projects in the field and they correspond to the projects in the RFP. For our proposal should we address this as 7 projects?

- **Answer 5:** You are correct that there is a total of 7 projects. Within the [DRI Strategic Investment Plan](#) the projects were consolidated into 3 project bundles, so that is how they are referred to in our grant contract. The scope of work described in the RFP is for all 7 projects.
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Question 6. Does the prime consultant need to be 51% or more of the project?

- **Answer 6:** There is no minimum work requirement for a prime consultant. As long as a project manager is assigned as the main contact the work can be divided up among the team members however you see fit.
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Question 7. The RFP calls for us to hire a subcontractor to build the project. With insurance considerations, it is difficult for a consultant to take the lead on a construction project. Could we use the traditional design bid build method? We design it and provide inspection and the Village hires the contractor through a bid process we help with.

- **Answer 7:** The scope of work does allow for the traditional design, bid, build method but the village is seeking a contractor that will provide construction management/oversight.
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Question 8. The RFP does not mention survey as a task. Does the Village have ROW and topographic survey complete?

- **Answer 8:** The Village has surveys for Main & Broadway, William Morris Park, and the Riverwalk area around Dorsey St. parking lot. DOT may have a survey for Church St.
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Question 9. Will the Village procure the services of a third-party Surveyor directly, or is the consultant team expected to do so?

- **Answer 9:** The consultant team is expected to complete any necessary surveys. See question 8 for a list of existing surveys.
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Question 10. Under “Required products” the RFP states the required format for a GIS based mapping product. Is GIS part of this project?

- **Answer 10:** The Required Products section of the RFP is taken directly from the Village’s contract with NYS DOS. GIS is not necessarily a requirement for any project, but if the selected consultant decides to use GIS to deliver any products then those requirements are applicable.
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Question 11. Please clarify what we are to submit as a work sample. We assume it is more than a project description? Do you want plans, specifications and estimates for a similar project?

- **Answer 11:** For work samples, you can submit anything that demonstrates the type of product you would be providing to the Village for this project. Those products could include plans, specifications,

estimates, photos of completed projects etc. Whatever you think demonstrates your team's ability to complete the scope of work as outlined in the RFP.

Question 12. Is the Dorsey Street Parking Lot sub-project part of the scope of work?

- **Answer 12:** The Dorsey Street Parking Lot project was NOT funded through the DRI and is therefore not included in the scope of work for this RFP.
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Question 13. Can you elaborate on how the PAC will assist the consultant team with Public Engagement/Input?

- a. Will the PAC maintain a social media presence to attract the community to the session?
 - b. Will the PAC set up an online platform for hosting the session if such a solution is necessitated by the pandemic?
 - c. Will the PAC be responsible for maintaining current project information and status via a website or other online portal?
- **Answer 13:** The PAC will include volunteer members from local advisory boards. Their main role will be to review draft and final designs for all projects and provide feedback. They will also share information about the project with their networks and encourage public participation in whatever process is utilized given the need for social distancing. The Community Development Department maintains the social media presence and website for the Village. If an online platform is needed for hosting a public input session, the consultant team will work with Village staff to determine an appropriate platform. The PAC members will assist with community outreach to encourage public participation.
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Question 14. How much permitting and review has been done up to this point in the SEQRA process?

- **Answer 14:** SEQRA has not been initiated for any of the projects. No permits have been secured.
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Question 15. Has SHPO approval of the projects been obtained? If not, has SHPO been engaged, yet?

- **Answer 15:** SHPO has not been engaged for any of the projects.
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Question 16. Does the Village have a desired date for the completion of work? Or for specific sub-projects within the proposal?

- **Answer 16:** The end date for the grant contract between the Village and DOS is 11/30/24 so all work must be completed by that date. The Village has established a set of project milestones as required by DOS. The milestones were established before the pandemic so they will likely need to be adjusted since we are currently behind schedule. The milestones are listed below and will likely be adjusted once a consultant is selected.

Deadline	Task
June 1, 2020	RFP released for design & engineering for all projects (except Riverwalk
August 1, 2020	Consultants selected

December 30, 2020	Design & engineering completed for Gateways & Parks, Church St Improvements, and Urban Forestry projects
August 2020-December 2021	Woodruff St project design and engineering
March 30, 2021	Bid issued for Gateways & Parks, Church St Improvements, and Urban Forestry projects
June 2021-December 2022	Construction for Gateways & Parks, Church St Improvements, and Urban Forestry projects
March 2022	Bid issued for Woodruff St project
June 2022-November 2024	Construction for Woodruff St project

Question 17. RFP Page 7, Proposal Submission Requirements. Item #4 Qualifications and References has a 10-page max. Please confirm that this 10-page maximum include similar projects, organization chart and resumes for each team member assigned to the project.

- **Answer 17:** The 10-page max applies to the list of similar projects (and the additional information listed under 7a), organization chart and resumes for each team member assigned to the project. The work sample is not included in the 10-page limit. I understand that this project may require a large team. I encourage respondents to think creatively about how to present resumes/qualifications. If this proves to be a challenge within the 10-page limit please let me know by email. If a reasonable plan is proposed for presenting the requested information then I am willing to approve a higher page limit.

Question 18. Qualifications and Reference section- There is a limit of 10 pages max. Does that include one for the sub-consultant? Also, do we have to include resumes of all people who will be involved in the project, because that might take more than half of the 10-page limit?

- **Answer 18:** Yes, please identify all of the key members of the team, including subconsultants. See answer to Question 17.

Question 19. Regarding the traffic analysis, are there any existing turning movement counts, capacity analyses, and accident history studies available for the project area?

- **Answer 19:** The Village does not maintain any formal traffic analysis or accident studies for any streets within the village. Some traffic data may be available from NYS DOT for the project areas are within state highway corridors.

Question 20. In Task 4, the preparation of a draft EIS is only required if necessary. In our fee proposal, should the preparation of a draft EIS be included as an Add Alternate?

- **Answer 20:** Yes, that would be an acceptable way to address the fee.

Question 21. In some ways, Task 9 reads like this may be a design/build contract, with the selected consultant hiring a construction firm to perform the work;

- a. Could you clarify whether the response to this proposal by the design consultant needs to include a construction firm and be submitted as a design/build contract?
- b. If not a design/build contract, will the construction documents be publicly bid and a construction firm representing the lowest responsible bid be selected to perform the work? Will the Village of Saranac Lake contract with the contractor directly to perform the work?
- c. If the contract is to be publicly bid, will the boilerplate contract forms and other standard materials be made available to include in the bid documents.

- **Answer 21:** The scope of work does allow for the traditional design, bid, build method. The construction work will need to be put out to bid. The construction firm representing the lowest responsible bid will be selected to perform the work. The Village will contract with the contractor directly to perform the work and the village is seeking a contractor that will provide construction management/oversight under this RFP. It is expected that the consultant selected under this RFP will prepare the full bid package on behalf of the Village.
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Question 22. Do you see a pedestrian/bicycle/water wayfinding system as part of the program that enhances connectivity not only through The Village of Saranac Lake but also to extend to and through the greater North Country region?

- **Answer 22:** No. The Village has a bicycle and pedestrian wayfinding signage system in place.
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Question 23. We realize the Village has a branding theme and plan in place. To what extent are we designing any new wayfinding themes or brands as part of this project? Or, do you expect us to use any of those systems as a foundation for design or are we looking at designing an entirely new system.

- **Answer 23:** A wayfinding system is not included in the scope of work for this project. The [Saranac Lake Brand Guidelines](#) should be considered when designing any new amenities.
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Question 24. We researched and found a new identity for The Village of Saranac Lake, which we understand we would be using within the place-branding for the Village. On page 31 under the second bullet on the top left the RFP states to Elevate Global Recognition “create and manage a transformational brand which powerfully communicates the unique identity and resources of the people, places and products of the North Country region”. Is part of the scope to create an identity for North Country that will be used to create global recognition for the region? The application of the new identity would then be used throughout the region in marketing materials designed by others. It would also be used as an under brand under local brands such as on sign systems, to reinforce each community’s connection to the larger region. The management of the brand seems to be beyond and above the spirit of the scope. Can you elaborate on what we are being asked to provide?

- **Answer 24:** That section on page 31 (taken from the [DRI Strategic Investment Plan](#)) is stating how the proposed project aligns with strategies identified by the North County Regional Economic Development Council (REDC). Creating a regional brand is outside the scope of this RFP. Considering Saranac Lake’s “[Decidedly Different](#)” brand in the design of each project is all that is applicable to the scope of work for the RFP.
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Question 25. Do you expect us to implement only the public arts projects described within the scope of parks and the budgets? Place-branding offer many creative public art opportunities for the community. If we provide ideas and concepts to use as guidance to develop short- and long-term engagements would that be acceptable?

- **Answer 25:** Yes. The Project Advisory Committee will provide guidance on any public art projects. The Village's Arts & Culture Advisory Board is actively working to create a public art program for the village.
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Question 26. How does the [Final Alternatives Report](#) (January 2020) play into the design of the Riverwalk Extension from the Dorsey Street lot to Broadway? There are a couple options that do not require a cantilevered or pile supported structure adjacent to the Dew Drop Inn. Are those options for design analysis during this project, or are we only considering the option that would be adjacent to the Dew Drop?

- **Answer 26:** Public input collected for the Report strongly supported extension of the Riverwalk adjacent to the Dew Drop Inn even if that means postponing the project for now. There is support for implementing Alternative 3 as a connection to the Riverwalk, but not for designating that pathway as part of the official Riverwalk. The option to construct the Riverwalk adjacent to the Dew Drop Inn is contingent on the sale of the property and the willingness of the property owner to accommodate the Riverwalk and grant an easement.
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Question 27. The bathroom facility at Berkeley Green – is a year-round permanent facility desired?

- **Answer 27:** Yes, if a plan for maintaining the facility can be developed.
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Question 28. I have a clarification on Item 5. Work sample. Is it the intent of the request to provide a complete set of plans and/or graphics for a similar project? Or is the intent of the work sample to provide sample sheets from similar projects?

- **Answer 28:** Either type of sample is acceptable. The purpose of the work sample is to demonstrate that the consultant(s) has completed similar work and to get a sense of what type of products the Village can expect (e.g. level of detail, comprehensiveness, quality, etc.).
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Question 29. During the site visit, there was a suggestion of having an alternate walkway besides extending the Riverwalk along former Dew Drop Inn. Should we consider different alternate routes for this section of the walkway in our proposal?

- **Answer 29:** Public input collected for the [Alternatives Report](#) (January 2020) strongly supported extension of the Riverwalk adjacent to the Dew Drop Inn even if that means postponing the project for now. There is support for implementing Alternative 3 as a connection to the Riverwalk, but not for designating that pathway as part of the official Riverwalk. The option to construct the Riverwalk adjacent to the Dew Drop Inn is contingent on the sale of the property and the willingness of the property owner to accommodate the Riverwalk and grant an easement. Unless public opinion shifts, the Village does not plan to pursue either of the alternate routes in the near future.
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Question 30. If there is Riverwalk, we might need some structural work for piles. Do we need to consider a Geotech Report for the design of this section of walkway for piles etc. as part of our proposal?

- **Answer 30:** Yes, if the Riverwalk is constructed adjacent to the Dew Drop Inn it is very likely that some type of hydraulic evaluation will be required.
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Question 31. Do you require time of completion for each task and a separate project schedule Gantt Chart for the whole project as requested in section 2 of submittal requirements?

- **Answer 31:** Yes, some type of proposed project schedule should be included in the proposal although there is no preferred format. Refer to the proposed milestones in the answer to Question 16 for more information.
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Question 32. Does the Landscape Architect need to closely follow the schematic or conceptual design provided in the RFP, or can they have their own input into the design?

- **Answer 32:** There is some flexibility in design although it should be noted that a significant amount of public input was collected for the park concept designs that are included in the Village's Park Vision Plan. Some of the other concept designs were developed for the DRI Strategic Investment Plan and may be less refined. The selected consultant is expected to work with the Project Advisory Committee on the development of the final design.
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Question 33. Is the goal to have these projects awarded to one contractor or split it up into several contracts?

- **Answer 33:** The goal is to award one contract to a contractor that will complete designs, develop construction documents, prepare permits, prepare and distribute construction bid documents, and manage construction and site inspection. Partnerships/subcontracts with other firms is acceptable.
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Question 34. Has the DOT approved the concept plans for the design in their ROW?

- **Answer 34:** Concept plans were shared with DOT during the DRI planning process but no formal approvals or permits have been granted.
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Question 35. Was there any preliminary engineering completed for the Riverwalk extension near the Broadway bridge?

- **Answer 35:** An analysis of alternatives for the Riverwalk was completed in January 2020. The report is available on the [Village website](#).
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Question 36. Has the USACE, APA, and NYSDEC, FEMA been contacted for the feasibility of the section of the walkway in the watercourse?

- **Answer 36:** No.
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Question 37. Is the Riverwalk extension at the Broadway Bridge expected to be ADA accessible?

- **Answer 37:** Yes, that would be the goal if it is feasible.
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Question 38. How will the approval process work for the Village? Will it need to go through a formal village board approval process?

- **Answer 38:** Public infrastructure projects are presented to the Village Board at the concept level by the engineer. The general concept and cost estimates are included in the presentation. The presentation to the board takes place after the public has reviewed the concepts. The consultant is expected to prepare the bid package which is presented to the Village Board for approval by staff. The consultant is expected to review the bids and recommend a subcontractor. The consultant may be asked to explain their recommendation to the board. Any new structures will need to be approved by the Village Development Board.

Question 39. Budget. The budget section of the RFP indicates the maximum project budget available for all costs shall not exceed \$4,133,506. However, when I add up the project by project budgets it totals \$5,362,506 (\$3.883M DRI request plus \$725,000 Sponsor). Can you please clarify the total project budget?

- **Answer 39:** NYS did not approve the full amount of funding requested for each project. This is the approved project budget from the contract:

E. CONTRACTUAL SERVICES	Local Match	State Funds	Total Budget
Create a Series of Linked Gateway Parks Subcontractor: To be determined	\$ 0.00	\$ 1,077,769.00	\$ 1,077,769.00
Increase Connectivity between Downtown Destinations Subcontractor: To be determined	\$ 0.00	\$ 1,062,073.00	\$ 1,062,073.00
Enhance the Woodruff Street Streetscape Subcontractor: To be determined	\$ 0.00	\$ 1,993,664.00	\$ 1,993,664.00
	\$ 0.00	\$ 4,133,506.00	\$ 4,133,506.00

This is a breakdown of which projects were funded by NYS. The total DRI request was \$5,214,135. The DRI award is \$4,133,506. The exact amount of funding requested for the project to Increase Connectivity to Downtown Destinations was not awarded. The Dorsey St. Parking Lot was not selected for funding. The award for that project still falls short of what was requested so the project budgets will need to be amended.

Project	Requested	Awarded	Difference
<i>Create a Series of Linked Gateway Parks</i>			
Berkeley	\$629,271.00		
Ward	\$276,942.00		
William Morris	\$171,556.00		
Subtotal	\$1,077,769.00	\$1,077,769.00	

<i>Increase Connectivity to Downtown Destinations</i>			
Church St	\$754,816.00		
Dorsey St	\$576,629.00	(not funded)	
Riverwalk	\$754,414.00		
Main & Broadway	\$56,843.00		
Subtotal	\$2,142,702.00	\$1,062,073.00	\$1,080,629.00
<i>Enhance Woodruff St. Streetscape</i>			
Woodruff 1	\$1,589,168.00		
Woodruff 2	\$404,496.00		
Subtotal	\$1,993,664.00	\$1,993,664.00	

Question 40. During our walkthrough, if I understood you correctly, I believe you said that the Berkeley Green Park New Public Restroom is NOT in the scope of work. Did I understand that correctly? And just to clarify, is that to say that it is not in the scope of work for design or for construction?

- **Answer 40:** The new restroom at Berkeley Green is included in the scope of work. During the walkthrough it was noted that the Village does not have a plan for maintaining restrooms, so capacity will need to be considered prior to design.