



Village of Saranac Lake
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Request for Proposals for Engineering/Site Design & Architectural Services for Baldwin Park

Issued by:
 Village of Saranac Lake

Date Issued: July 27, 2021

Proposal Deadline: August 31, 2021

Table of Contents

Introduction	1
Project Description	2
Scope of Work	2
Budget	2
Project Timeline	3
Evaluation Criteria	3
Proposal Format & Submission	3
Conditions to Request for Proposal	4
Additional Considerations	5
Notification of Award	5
Inquiries	5
Attachments	5

Introduction

The Village of Saranac Lake is seeking proposals from qualified consultants for architectural and site design/engineering services for proposed landscaping, pavilion and site improvements at Baldwin Park. The Village has issued a Request for Proposals (RFP) to identify individuals or firms with the interest, expertise and capacity to assist the Village with this project. From the list of qualified individuals/firms, the Village will select the individual/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 the North Elba Local Enhancement Advancement Fund (LEAF). This RFP is available on the Village of Saranac Lake website at <https://www.saranaclakeny.gov>.

Project Description

The goal of this project is to transform Baldwin Park into a unique waterfront amenity that provides access to fishing, paddling, and boating and provides unobstructed views of the lakes and mountains for anyone in the park or passing by. Baldwin Park is located along Lake Flower Avenue, a primary corridor into Saranac Lake, and provides a picturesque view of Lake Flower and surrounding mountains. The park currently provides court games as well as boat docks and a canoe/kayak launch, but the park is currently underutilized. A new concept plan for the park is outlined in the Park Vision Plan, which was developed with robust community input. The concept plan calls for a redesign of the park to enhance views and waterfront access to create a unique gateway experience for visitors. Priorities for Baldwin Park include removing the existing court games; improving water views and providing a shoreline trail; incorporating native plants, boardwalks, interpretive signage, and overlook piers along the waterfront; and providing an appealing pavilion and picnic facilities. To achieve the identified goals, the Village is seeking engineering/site design and architectural services for the proposed landscaping, pavilion and site improvements. The product of these services shall be construction documents. The concept design for Baldwin Park is included as Attachment A.

Scope of Work

The scope of work for this project includes site and architectural design for Baldwin Park based on the concept design included in Attachment A. The Village will engage the services of a design professional who will deliver engineered construction documents for the site improvements identified in the concept plan (including parallel parking, concrete walkways, piers, overlooks and a boardwalk), a detailed landscaping plan that identifies location and species to be planted, construction-ready architectural plans for a new pavilion, and cost estimates for all improvements.

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

1. Project Kick-Off Meeting between consultant and Village staff to confirm the scope of work and deliverables.
2. Draft Site and Architectural Plans based on the concept plan (Attachment A).
3. Public Meeting to review draft plans.
4. Final Site and Architectural plans (construction documents), including cost estimates.

All draft and final deliverables shall be provided in a digital format approved by the Village. The Village of Saranac Lake will assume ownership of all materials.

Budget

The maximum budget for this project is \$57,700. Budgets shall be considered as not-to-exceed amounts. It is anticipated that completion of the product associated with each task shall serve as the basis for payment.

The Village has access to audio/video presentation equipment and community spaces for hosting public meetings. The consultant does not need to include these resources in the proposed budget. The consultant should include a maximum \$500 budget for an adequate amount of poster-size printed materials or other types of community outreach expenses the consultant might recommend.

Project Timeline

Release RFP – July 2021

Review Proposals/Consultant Selection – September 2021

Kick-Off Meeting to Refine Scope of Work – September 2021

Final Designs/Construction Documents – January 2022

Evaluation Criteria

Proposals will be will be evaluated by Village staff. The Village will award the contract to the Consultant deemed, in its sole discretion, to be able to perform in the Village’s best interests. Proposals will be evaluated and scored on the basis of the following criteria:

Criteria	Score
Quality and completeness of the response	15 points
Understanding of and approach to the project	15 points
Ability to meet the schedule	15 points
Reasonableness of the project budget	20 points
Qualifications and relevant experience with respect to the tasks to be performed	25 points
Previous experience with similar projects	10 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.

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 RFP.

Proposal Format & Submission

Responses to the RFP shall include the following components in sequential order:

1. An introductory Letter of Interest – a short introduction and summary of the company/consultant and any subcontractors, including a single contact, telephone number, email address and a description of what disciplines are included within the firm/team. Outline the Consultant’s interest in the project with a description of the current workload, to demonstrate capability to undertake the work as required.
2. Project Details and Schedule – include a detailed work program explaining how the consultant proposes to perform the Scope of Work that includes:
 - a. A discussion of the firm’s approach to the overall project.
 - b. Each task to be completed and the firm’s approach to completing each task listed above

- c. A project timeline that includes, at a minimum, each task listed above and an estimated completion time.
 - d. Proposed budget with:
 - i. Total project cost with a cost breakdown for each work task complete with proposed number of hours to complete each task, assigned staff member, and billing rates as well as reimbursable expenses.
 - ii. Not to exceed fee for services required to fulfill the deliverables described herein.
3. Qualifications and References – include the following:
- a. List of project team members. List any specialties and or strengths that make the Consultant and the personnel assigned to this project uniquely suited to perform the work outlined in this RFP.
 - i. Resumes of key members of the firm that would be involved with the project.
 - b. List of similar projects completed by firm and the specific personnel who worked on them and who are proposed to work on this project. Include one (1) reference for each respective project:
 - i. Current contact names and telephone numbers for references.
 - ii. Summary of project(s) including sample reports, maps or documents.

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 **Tuesday, August 31, 2021**; and
- Responses shall be sent by email to Jamie Konkoski: comdev@saranaclakeny.gov

Conditions to Request for Proposal

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;
- Cancel the selection process or schedule at any time;
- 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, by email or by telephone/video conference;
- 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 respondents;
- Reject any and all responses to this RFP and to seek new proposals when it is in the best interest of the Village to do so;

- Evaluate the proposals as to their veracity, substance and relevance to project and seek clarification or additional information from proposer and independent sources as it deems necessary to evaluation of the response, including evidence of the Proposer's financial status;
- Incorporate this RFP and the selected Proposer's response to this RFP as a part of any formal agreement between the Village and the Proposer.

Additional Considerations

- The Village is not responsible for responses that are not received or that do not arrive by the submission deadline.
- 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.

Notification of Award

The successful respondent will be notified by phone, followed by written confirmation. For those proposals that are not accepted, respondents will be notified in writing, via email. The Village of Saranac Lake will authorize the award of a contract to the successful respondent. In the event a contract cannot be finalized within 30 days of the award, the Village of Saranac Lake reserves the right to enter into negotiations with another respondent.

Inquiries

All inquiries should be directed to:

Jamie Konkoski

Village of Saranac Lake

39 Main Street, Suite 9

Saranac Lake, NY 12983

(518) 891-4150

comdev@saranaclakeny.gov

Attachments

A – Concept Design for Baldwin Park