

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES  
REGULAR MEETING AGENDA 5:30PM  
Monday June 11, 2018**

**Roberts Rules of Order will be in Effect for this Meeting**

**A. CALL TO ORDER      PLEDGE OF ALLEGIANCE**

**B. ROLL CALL**

**C. AUDITING**

- a. Pay Vouchers
- b. Approve Minutes 5-29-2018

**D. PUBLIC COMMENT PERIOD**

**E. CORRESPONDENCE – Letter and email from NYS DEC**

**F. ITEMS FOR BOARD ACTION**

<b>BILL</b>	<b>65</b>	<b>2018</b>	<b>Authorize NYS Civil Service 211 Waiver</b>
<b>BILL</b>	<b>66</b>	<b>2018</b>	<b>Declare Equipment Surplus and Allow for Sale</b>
<b>BILL</b>	<b>67</b>	<b>2018</b>	<b>Call for a Public Hearing on Steep Slopes 7-9-18 at 5:30PM</b>
<b>BILL</b>	<b>68</b>	<b>2018</b>	<b>Authorize Engineering Inflow &amp; Infiltration Project</b>

**G. OLD BUSINESS**

1-3 Main Street

**H. NEW BUSINESS**

**I. ITEMS FOR DISCUSSION**

4<sup>th</sup> of July Fireworks

**J. MOTION TO ADJOURN**

**RULES FOR PUBLIC HEARING COMMENTS AND  
PUBLIC COMMENT  
PERIOD OF MEETINGS**

- 1. Anyone may speak to the Village Board of Trustees during the public comment period of a public hearing or the public comment period of the meeting.**
- 2. As a courtesy we ask each speaker to give their name and address.**
- 3. Each speaker must be recognized by the chairperson before speaking.**
- 4. Individual public comment is limited to 5 minutes and may be shortened by the meeting chairperson.**
- 5. When a meeting is attended by a group of people who share the same or opposing views on a public comment topic, the chair may require that the group(s) designate not more than two spokespersons and limit the total time public comment to 5 minutes for each point of view or side of an issue.**
- 6. Individual time may not be assigned/given to another.**
- 7. A public hearing is meant to encourage resident comment and the expression of opinion, not a direct debate, nor should a commenter be intimidated by a village board rebuttal, therefore public hearings are limited to public comment and should a village response be asked by individuals the response shall be generally given after the public hearing during the village board regular meeting, or subsequently, by telephone or letter, unless factual in nature where the facts are fully known by staff, in which case a village official may respond.**
- 8. All remarks shall be addressed to the board as a body and not to any individual member thereof.**
- 9. Interested parties or their representatives may address the board at any time by written or electronic communications.**
- 10. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.**

Please note- During the course of regular business, discussion and commentary is limited to board members and village staff only. We ask for this courtesy, for the board and staff to conduct their business and discussion without interruption. All village board members and staff are available after the conclusion of a meeting for one on one discussion.

REGULAR MEETING OF THE BOARD OF TRUSTEES  
May 29, 2018

**ROLL CALL FOR REGULAR MEETING:** Present: Mayor Clyde Rabideau  
Trustees: Melinda Little, Richard Shapiro, Paul Van Cott and Patrick Murphy.  
Also present: Village Manager, John Sweeney, Village Treasurer, Elizabeth Benson,  
and Village Clerk Kareen Tyler.

Everyone stood for the pledge of allegiance.

**SPECIAL GUESTS:**

4<sup>th</sup> grader students from Petrova School spoke in support of Governor Cuomo program bill, banning single-use plastic bags in New York State. They also handed in a petition to ban plastic bags in Saranac Lake. The petition is attached and made part of these minutes.

Eleanor Crowley, finalist in NYCOM'S "If I Were Mayor" essay contest, read her essay and Mayor Rabideau awarded her the certificate from NYCOM. The essay is attached and made part of these minutes.

**AUDITING:**

Chair Rabideau called for a motion to approve payment for the 2018 budget \$ 202,951.75 voucher number 11038911 to 11039025 and for the 2019 budget \$ 65,060.00 voucher number 11039026 to 11039038 complete detail of these vouchers is attached and made part of these minutes.

Motion: VanCott Second: Murphy

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

**APPROVAL OF MINUTES:**

Chair Mayor Rabideau called for a motion to approve minute of May 14, 2018.

Motion: Little Second: Shapiro

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

**PUBLIC COMMENT PERIOD:**

Amy Catania, Executive Director of Historic Saranac Lake, introduce the Trudeau Building Rehabilitation Project. Attached and made part of these minutes is the handout outlining the project.

**CORRESPONDENCE:** Letters form Trudeau Road Residents

Chair Rabideau called for motion to accept and place on file the above referenced correspondence.

Motion: Van Cott Second: Murphy

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

**ITEMS FOR BOARD ACTION:**

**Bill 59-2018 Support Historic Saranac Lake for Environmental Protection Fund Grant**

A copy of the bill is attached and made part of these minutes

Chair Mayor Rabideau called for a motion.

Motion: Little Second: Shapiro

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

**Bill 60-2018 Support Saranac Lake Downtown Revitalization Initiative**

A copy of the bill is attached and made part of these minutes

Chair Mayor Rabideau called for a motion.

Unanimous Motion, All in Favor

**Bill 61-2018 Approve Volunteer Rescue Squad Contract**

A copy of the bill is attached and made part of these minutes

Chair Mayor Rabideau called for a motion.

Motion: Shapiro Second: Murphy

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

**Bill 62-2018 Approve Overnight Travel Police Department**

A copy of the bill is attached and made part of these minutes

Chair Mayor Rabideau called for a motion.

Motion: Little Second: Shapiro

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

**Bill 63-2018 Award Bid for Screening and Crushing**

A copy of the bill is attached and made part of these minutes

Chair Mayor Rabideau called for a motion.

Motion: Little Second: Van Cott

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

**Bill 64-2018 Award Bid for Paving**

A copy of the bill is attached and made part of these minutes

Chair Mayor Rabideau called for a motion.

Motion: Van Cott Second: Murphy

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

**OLD BUSINESS:**

Trustee Shapiro- questioned no trailer parking 3 Main Street Lot.

Next Monday there will be an informational; meeting regarding the lights at the skate park. Current plan is lights on until 9:30 pm weekdays and 11:30 pm on Saturday..

**MOTION TO ADJOURN**

Motion: Little Second: Van Cott

Roll Call: Little yes Murphy yes Shapiro yes Van Cott yes

Respectfully submitted,  
Kareen Tyler, Village Clerk

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Natural Resources, Region 5  
232 Golf Course Road, Warrensburg, NY 12885  
P: (518) 623-1203 | F: (518) 623-3603  
www.dec.ny.gov

*RAPOF*

May 29, 2018

John Sweeney, Village Manager  
Village of Saranac Lake  
39 Main Street, Suite 9  
Saranac Lake, NY 12983

Dear Mr. Sweeney:

I have received your request for use of the Lake Flower Boat Launch with respect to the July 4<sup>th</sup> firework activities. Regional staff and the Division of Remediation engineers in our Albany office are in agreement that for purposes of health and safety your TRP application cannot be approved for this event. Any future request to exhibit fireworks while the cleanup is occurring may also be denied.

Sincerely,



Robert Fiorentino  
Senior Aquatic Biologist I

ec: L. Durfey  
T. Martin  
E. Glueckpinney



Department of  
Environmental  
Conservation

## Kareen Tyler

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**From:** Stegemann, Robert S (DEC) <robert.stegemann@dec.ny.gov>  
**Sent:** Friday, June 01, 2018 2:34 PM  
**To:** John Sweeney  
**Cc:** Clyde Rabideau; Melinda Little; Patrick Murphy; Rich Shapiro; Paul Vancott; Kareen Tyler; Janelle LaVigne  
**Subject:** Re: Clarification

John  
I'm away for a few days and will call when I return next weds

Sent from my iPhone

On May 31, 2018, at 2:24 PM, John Sweeney <[manager@saranalakeny.gov](mailto:manager@saranalakeny.gov)> wrote:

*ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.*

Mr. Stegemann,

The Village is requesting clarification of the May 29, 2018 correspondence (attached) from NYSDEC in reference to the villages request for a temporary revocable permit to utilize the boat launch for launching a barge for the July 4<sup>th</sup> 2018 fireworks.

As we had spoken of earlier this week, the barge would be placed in the water and positioned appropriately away from the site.

Please validate if the correspondence is this a complete denial of allowing the village to proceed with the fireworks at Lake Flower, as the last sentence of the letter implies or is this a denial to close the boat launch?

<SKM\_C30818053113050.pdf.secure>

**Business of the Village Board  
Village of Saranac Lake**

SUBJECT: Authorize NYS Civil Service Section 211 Waiver Date: 6-11-2018

DEPT OF ORIGIN: Village Manager

Bill # 65-2018

DATE SUBMITTED 6-11-2018

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED:  
\$0.00

AMOUNT  
BUDGETED: \$

APPROPRIATION  
REQUIRED:

**SUMMARY STATEMENT**

Authorize Mayor Rabideau to sign and authorize the NYS Department of Civil Service Section 211 waiver for Police Chief Potthast.

**RECOMMENDED ACTION**

Approval of Resolution

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

MAYOR RABIDEAU \_\_\_\_\_

TRUSTEE LITTLE \_\_\_\_\_

TRUSTEE PELLETIERI \_\_\_\_\_

TRUSTEE RICE \_\_\_\_\_

TRUSTEE VAN COTT \_\_\_\_\_

**RESOLUTION AUTHORIZING MAYOR RABIDEAU TO SIGN AND APPROVE ALL  
NECESSARY DOCUMENTS ASSOCIATED WITH NEW YORK STATE  
DEPARTMENT OF CIVIL SERVICE SECTION 211 WAIVERS**

**WHEREAS**, the New York State Department of Civil Service requires that the appointing authority of an employee hired on the basis of a Civil Service Law section 211 waiver apply for such waiver on behalf of such individual and formally approve same; and

**WHEREAS**, the Village of Saranac Lake Board believes there currently are no other candidates qualified to serve as Police Chief of the Saranac Lake Police Department;

**NOW, THEREFORE, BE IT RESOLVED** that the Village of Saranac Lake Board hereby authorizes Mayor Rabideau to sign and authorize the submission of a Civil Service Law section 211 waiver application and such documents to the NYS Department of Civil Service on behalf of Police Chief Charles A. Pothast, Jr.

**Business of the Village Board  
Village of Saranac Lake**

SUBJECT: Declare Equipment Surplus and Allow for Sale

Date: 6-11-2018

DEPT OF ORIGIN: Village Manager

BILL: ~~66~~-2018

DATE SUBMITTED:

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

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EXPENDITURE  
REQUIRED: \$

AMOUNT  
BUDGETED

APPROPRIATION  
REQUIRED:

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Declare surplus equipment and allow for the sale.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL :

MAYOR RABIDEAU \_\_\_\_\_

TRUSTEE LITTLE \_\_\_\_\_

TRUSTEE MURPHY \_\_\_\_\_

TRUSTEE SHAPIRO \_\_\_\_\_

TRUSTEE VAN COTT \_\_\_\_\_

**RESOLUTION AUTHORIZING THE  
SALE OF SURPLUS EQUIPMENT**

WHEREAS, 103 of the General Municipal Law provides that a municipality may dispose of personal property valued at less than \$10,000 for any one item or group of similar items by private negotiation and sale; and

WHEREAS, The Village of Saranac Lake Head Mechanic has determined that the listed items are no longer need by the Village; and

WHEREAS, All sales will be final and this property to be sold “as is, where is”

NOW, THEREFORE BE IT RESOLVED, to authorize the declaration of the items on the attached list as surplus

JUNE 6, 2018 2018 SURPLUS EQUIPMENT

**BOARD APPROVED**

1. 2002 INTERNATIONAL 4700 PLOW/DUMP SANDER  
VIN#1HTSCAANX2H529317
2. 2002 GEM ELECTRIC CAR MODEL E825  
VIN#5ASAG27492F018514
3. 2002 GEM ELECTRIC CAR MODEL E825  
VIN#5ASAG274X2F018554
4. SANDER TARCO HIGHLANDER JR. SS  
SERIAL LBS-16-8-J10388-B064-0610
5. 2004 CHEVY 1500 4X2 PICKUP  
VIN#1GCEC14X34Z291265
6. 2001 DODGE 3500 4X4 DIESEL DUMP  
VIN#3B6MF36601M284245
7. GEN SET ONAN 30KW SERIAL 03728008048
8. GEN SET WINCO 20,000 WATTS SERIAL 75552 M95
9. 11 FT REVERSIBLE PLOW
10. FISHER X-BLADE SS 8'6"
11. TENCO 11' REVERSIBLE BLADE
12. FISHER X-BLADE SS 9 FT
13. TRUCK CRANE LIFTMOORE 3200 LBS

- A. VILLAGE RESERVES RIGHT TO REJECT ANY AND ALL BIDS
- B. VILLAGE RESERVE RIGHT TO SELL OR TRADE CERTAIN ITEMS.
- C. ALL ITEMS AS IS

**Business of the Village Board  
Village of Saranac Lake**

SUBJECT: Call for a Public Hearing

Date: 6-11-18

DEPT OF ORIGIN: Village Manager

Bill: 67-2018

DATE SUBMITTED: 6-1-18

EXHIBITS:

Exhibit 'A'  
Definitions  
H-2 Steep Slope Standards  
Use Table page 1-3  
Zoning Map

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

\_\_\_\_\_  
EXPENDITURE  
REQUIRED:

\_\_\_\_\_  
AMOUNT  
BUDGETED

\_\_\_\_\_  
APPROPRIATION  
REQUIRED:

Call for a public hearing July 9, 2018, 5:30pm regarding an amendment to the Village of Saranac Lake Unified Development Code

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL :

MAYOR RABIDEAU \_\_\_\_\_

TRUSTEE LITTLE \_\_\_\_\_

TRUSTEE MURPHY \_\_\_\_\_

TRUSTEE SHAPIRO \_\_\_\_\_

TRUSTEE VAN COTT \_\_\_\_\_

**RESOLUTION  
OF THE  
VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES**

**SUBJECT: RESOLUTION CALLING FOR A PUBLIC HEARING**

**WHEREAS**, the Village of Saranac Lake Board of Trustees hereinafter referred to as the “Board”, has public safety concerns with regard to development and building as a result of noteworthy physical constraints and environmental conditions in an area of the Village situated within Development Code District H-2 and the southerly portion of Development Code District I; and

**WHEREAS**, the Board has received draft Village Development Code amendments with input from the Village Development Board and staff; and

**WHEREAS**, in consideration of the circumstances as described above the Board needs to amend the boundaries of zoning district H-2 and I of the Village Development Code Zoning Map Section 106 attachment 3:1, add Section 106-104.A. District H-2 Steep slope standards, revise or add Definitions Section 106-6, amend Schedule 1 Allowed Uses Section 106 attachment 1 pages 1-3; and

**WHEREAS**, the Board seeks to call a public hearing and to consider adoption of the draft amendments.

**NOW, THEREFORE, BE IT RESOLVED**, the Board makes the following findings and determinations with respect to the proposed project:

- (1) A public hearing shall be held in the Village of Saranac Lake offices on the proposed adoption of amendments to the Development Code at 5:30 p.m. on July 9, 2018, after which the Board shall consider possible adoption.

**MOTION:** \_\_\_\_\_

**SECOND:** \_\_\_\_\_

Approved/Denied on Roll Call as follows:

\_\_\_\_\_ Yes/No  
\_\_\_\_\_ Yes/No  
\_\_\_\_\_ Yes/No  
\_\_\_\_\_ Yes/No  
\_\_\_\_\_ Yes/No

Resolution – Passed/Failed

## **Exhibit "A"**

### **Village of Saranac Lake Development Code amendments**

1. Section 106-6; Revised or New Definitions
2. Section 106-104 A; Add District H-2 Steep slope standards
3. Section 106 attachment 1:1 and 1:2; Amend Schedule 1 Allowed Uses for District H-2
4. Section 106 attachment 3:1; Amend boundaries of the Village of Saranac Lake Zoning Map, Zoning Districts H-2 and I.

**§ 106-6 Definitions.**

**COUNTOUR INTERVAL**

The change in elevation represented by the space between two adjacent topographic "rings" on a topographic map

**DIAMETER AT BREAST HEIGHT (DBH)**

The diameter of a tree trunk measured at a point four and one half (4.5) feet above ground level

**DISTURBANCE**

Any physical activity which results in the modification of topography by cutting or filling, stripping of topsoil, and/or placing of physical structures or improvements thereon.

**MODERATELY STEEP SLOPES**

Are those areas of land where the grade is 15 percent to 25 percent.

**STEEP SLOPES**

Are those areas of land where the grade is 15 percent or greater.

**VERY STEEP SLOPES**

Are those areas of land where the grade is greater than 25 percent.

**§ 106-104. A. District H-2 Steep slope standards.**

- A. Purpose. The purpose of this Section is to provide for reasonable use of steep slopes in the H-2 District while ensuring development will not induce soil erosion, require excessive grading, increase slope instability, or create sewage disposal problems and shall be in conformance with the following objectives:
- (1) Guard against property damage and personal injury, and minimize the potential for erosion, slope failure, stream siltation, increased runoff, flooding and contamination of surface waters caused by the adverse effects of site preparation and construction on steep slopes;
  - (2) Conserve existing woodlands for air quality, water quality and ecological benefits;
  - (3) Protect the historic and environmental character of the area;
  - (4) Permit land uses by right that are compatible with protection of steep slope areas, and encourage the use of steep slope areas for open space and conservation uses;
  - (5) Require development to avoid steep slope areas wherever possible, and require all land use, clearing, grading, and construction to satisfy development standards;
  - (6) Regulate expansion of land use or development that existed on steep slope areas prior to enactment of these requirements; and
  - (7) Protect adjoining properties from harmful consequences of development permitted under these requirements.
- B. Areas of steep slope shall be further divided into the following two categories;
- (1) Moderately steep slope; and
  - (2) Very steep slope.
- C. Applicability. All land use activities encompassing an area of steep slope are considered to be major projects and shall, prior to the issuance of a building permit or a certificate of occupancy; receive approval of a special use permit from the Development Board pursuant to the standards and procedures set forth in Article XII.
- D. General provisions. For any lot or portion thereof within an area of steep slope the following regulations shall take precedence over the regulations of the district in which the lot is located:
- (1) Moderately steep slopes. No more than 30 percent of moderately steep slopes shall be regraded, cleared, built upon, or otherwise altered or disturbed;
  - (2) Very steep slopes. No more than 15 percent of very steep slopes shall be regraded, cleared, built upon, or otherwise altered or disturbed. In addition, the disturbance permitted on very steep slopes shall be limited to the following activities:
    - [1] Selective tree removal, when conducted in compliance with § 106-97 A. Clear-cutting or grubbing of trees is prohibited on very steep slopes.
    - [2] Grading for the minimum portion of a road or driveway necessary for access to the principal use and sewer, water and other utility lines when it can be demonstrated that no other routing is feasible.

- (3) The dimensional standards for the H-2 District in terms of yard setbacks and building height remain in effect. Lot coverage and minimum lot size standards and limits of disturbance for the underlying District shall be superseded by the standards set forth in this Section;
  - (4) The minimum lot size for lots where the disturbance is proposed within areas of steep slope shall be one acre;
  - (5) All uses, activities and development occurring within any steep slope area shall be undertaken only in strict compliance with the provisions of this Section, with all federal and state laws, and with all other applicable Village codes and laws;
  - (6) Finished slopes of all cuts and fills shall not exceed 33 percent, unless the applicant can demonstrate that steeper slopes can be stabilized and maintained adequately to the satisfaction of the Development Board. The Development Board may consult with the Village Engineer or an engineer of their choice to determine the adequacy of the slope stabilization proposed;
  - (7) All cuts shall be supported by retaining walls and comply with the requirements of § 106-91. E. Depending upon the nature of the soil characteristics, such retaining walls are to be reviewed and approved by the Village Engineer or an engineer selected by the Development Board;
  - (8) Any fill placed on the lot shall be properly stabilized and, when found necessary depending upon existing slopes and soil types, supported by retaining walls or other appropriate structures as approved by the Village Engineer or an engineer selected by the Development Board;
  - (9) Any disturbance of steep slopes shall be completed within one construction season, and stabilization measures (temporary and/or permanent) in disturbed areas shall comply with stormwater control measures as specified in Article XVIII. Stormwater Control;
  - (10) No trees with a diameter at breast height (DBH) of eight (8) inches or more shall be removed from steep slope areas and other clearing shall comply with the requirements of § 106-97. A;
  - (11) The alignment of roads and driveways shall follow the natural topography, minimize regrading and comply with design specifications of § 106-128;
  - (12) The maximum grade of a road or driveway shall not exceed ten percent (10%).
- E. Application Standards. To ensure compliance with the resource protection standards in areas of steep slope as specified in this Section, the following information shall be submitted by the applicant when applying for special use permit.
- (1) Delineation of steep slope areas. For the purpose of application of these regulations, slope shall be measured over three or more two-foot contour intervals (six cumulative vertical feet of slope.) All slope measurements shall be determined by a topographic survey signed and sealed by a licensed surveyor or engineer.
  - (2) The plan depicting the areas of steep slope and any proposed uses shall be prepared by a professional engineer, landscape architect, and/or surveyor and licensed by the NYS Department of Education. The plan as submitted shall accurately delineate the areas of moderately steep slope and/or very steep slope, the proposed use(s), and a topographical survey with contour elevations at no greater than 2-foot intervals, where feasible;

- (3) A separate plan depicting and quantifying the proposed modifications to the existing topography and vegetative cover;
- (4) The use of storm water control devices and erosion control measures as specified in Article XVIII;
- (5) Specifications for building construction and materials, including filling, grading, storage of materials, and water supply and sewerage facilities;
- (6) Documentation of any additional engineering and/or conservation techniques designed to alleviate environmental problems that may be created by the proposed activities; in compliance with municipal sedimentation and erosion control regulations;
- (7) Written confirmation from the Saranac Lake Volunteer Fire Department that emergency access is satisfactory to provide adequate fire protection.

DEVELOPMENT CODE

Village of Saranac Lake - Unified Development Code:  
Schedule #1 - Allowed Uses

Land Use Type:	Districts:																																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35					
	District A-1	District A-2	District A-3	District A-4	District A-5	District B-1	District B-2	District B-3	District B-4	District C-1	District C-2	District C-3	District C-4	District D-1	District D-2	District D-3	District E-1	District E-2	District E-3	District F-1	District F-2	District G	District H-1	District H-2	District H-3	District I	District J-1	District J-2	District K-1	District K-2	District K-3	District K-4	District L-1	District L-2	District L-3					
<b>Residential</b>																																								
1 Community House																	Ⓢ	Ⓢ	Ⓢ																					
2 Dwelling, Manufactured Home	A																					A																		
3 Dwelling, Multi-Family					SP	Ⓢ		Ⓢ			Ⓢ	SP	SP	SP			SP	SP <sup>1</sup>	SP	Ⓢ	Ⓢ	SP	Ⓢ			Ⓢ	SP	Ⓢ		Ⓢ		Ⓢ				SP	SP			
4 Dwelling, Single Family	P	P	P	P	P			P		P	P		P	P	P				Ⓢ	P	P	SP	P	Ⓢ	P	SP	P	Ⓢ	P	P	P			P	P	SP				
5 Dwelling, Townhouse	SP	Ⓢ	Ⓢ		SP	Ⓢ	SP	Ⓢ		Ⓢ	Ⓢ	SP	SP	SP	Ⓢ		SP	SP <sup>1</sup>	SP	Ⓢ	SP	SP	SP			Ⓢ	SP	Ⓢ	Ⓢ	Ⓢ						SP	SP			
6 Dwelling, Two Family	A	A	A		A	A	A	A		A	A	A	A	A	A				A	A	A	A	A	Ⓢ	Ⓢ	A	A	A	A	A	Ⓢ		A	A	A	A				
7 Group Home	P	P	P	P	P			P		P	P		P	Ⓢ	P				Ⓢ	P	P	SP	P		P	SP	P	Ⓢ	P	P	P		P	P	SP					
8 Manufactured Home Community	Ⓢ																																				SP			
9 Rooming House					SP	SP		Ⓢ	SP		Ⓢ	SP	SP	Ⓢ			SP	SP <sup>1</sup>	SP			Ⓢ	SP	Ⓢ				Ⓢ								Ⓢ	Ⓢ			
<b>Public/Institutional</b>																																								
1 Assisted Living Residence					SP		Ⓢ	Ⓢ	Ⓢ	Ⓢ			Ⓢ	Ⓢ			SP	SP <sup>1</sup>	SP			SP														Ⓢ				
2 Athletic Facility					SP					Ⓢ	Ⓢ		Ⓢ	Ⓢ			SP	SP	SP	SP		SP				SP			Ⓢ							Ⓢ		SP		
3 Cemetery																																						SP		
4 Club/Lodge		Ⓢ			SP	SP						SP	SP	Ⓢ			SP	SP	SP		Ⓢ	SP															SP	SP		
5 College, Private					SP	Ⓢ				Ⓢ			Ⓢ	Ⓢ			SP	SP	SP																			SP	SP	
6 Community Garden, Up to One (1) Acre	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
7 Community Garden, Over One (1) Acre	SP	SP	SP	SP	SP					SP					SP	SP	SP	SP		SP	SP	SP	SP	Ⓢ	SP	SP	SP	SP	SP	SP	SP									
8 Garage, Public Parking					SP													SP	SP	SP																		SP	SP	
9 Government Office					SP													SP	SP	SP	SP		SP															SP	SP	
10 Hospital																		SP	SP	SP																		SP	SP	
11 Library						Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ		Ⓢ	Ⓢ	Ⓢ	Ⓢ		SP	SP	SP	SP		SP																SP	SP	
12 Multi-Modal Trail	SP										SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP																
13 Museum					SP	Ⓢ	Ⓢ	Ⓢ	Ⓢ			Ⓢ	Ⓢ	Ⓢ	Ⓢ			SP	SP	SP																		SP	SP	
14 Nursing/Convalescent Home					SP						Ⓢ	Ⓢ	Ⓢ	Ⓢ	Ⓢ			SP	SP <sup>1</sup>	SP			SP														SP	SP		
15 Park	SP																						SP	SP																
16 Parking Lot, Public					SP	SP												SP	SP	SP																		SP	SP	
17 Place of Worship					SP	SP	SP			SP	SP		SP	SP	SP	SP		SP	SP	SP	SP	SP	SP															SP	SP	
18 Public Utility Facility	SP																							SP	SP															
19 Railroad Depot																		SP																					SP	SP
20 Railway					SP					SP			SP	SP	SP	SP		SP	SP					SP															SP	SP
21 Recreation Facility, Public					SP	SP				SP			SP					SP	SP	SP	SP		SP	SP															SP	SP
22 Rehabilitation Center					SP							Ⓢ		Ⓢ				SP	SP	SP	Ⓢ																	Ⓢ	SP	
23 School																		SP	SP	SP	SP		SP															SP	SP	

Symbol Legend: P Permitted SP Site Plan Review Required A Administrative Permit Required Ⓢ Special Use Permit Required  
 Notes: 1. Residential uses in buildings within the E-2 District are not allowed on the first floor. Note: Blank cells indicate use is not permitted.

SARANAC LAKE CODE

Village of Saranac Lake - Unified Development Code:  
Schedule #1 - Allowed Uses

Land Use Type:	Districts:																																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34				
	District A-1	District A-2	District A-3	District A-4	District A-5	District B-1	District B-2	District B-3	District B-4	District C-1	District C-2	District C-3	District C-4	District D-1	District D-2	District D-3	District E-1	District E-2	District E-3	District F-1	District F-2	District G	District H-1	District H-2	District H-3	District I	District J-1	District J-2	District K-1	District K-2	District K-3	District K-4	District L-1	District L-2	District L-3			
<b>Commercial</b>																																						
1 Amusement and Recreation Services						SP	SP										SP	SP																		SP		
2 Antique Shop						A	A	A	A								A	SP	A																			
3 Agri-Business						SP	SP																SP													A	A	
4 Artisan Workshop	SP	SP	SP	SP	SP	A	A	A	A	SP	SP	SP	SP	SP	A	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP			A	A									
5 Arts Spaces	SP	SP	SP	SP	SP	A	A	A	A	SP	SP	SP	SP	SP	A	SP												A	A									
6 Automotive Dealer											SP												SP															
7 Automotive Repair/Service																																						
8 Bank						A	A	SP	A								A	SP																				
9 Bank, Drive-Through						SP	SP	SP	SP								SP	SP																				
10 Bed and Breakfast	SP	SP	SP	SP	SP	A	A	A	A	SP	SP	SP	SP	SP	SP		A	SP <sup>1</sup>	A	SP	SP	A	SP															
11 Boat Storage, Commercial																																						
12 Building Material Supply																																						
13 Car wash																																						
14 Cinema						SP	SP	SP	A																													
15 Driving Range																																						
16 Farmer's Market						SP	SP		SP																													
17 Funeral Home						SP																																
18 Gasoline Station																																						
19 Gasoline Station/Auto Repair/Service																																						
20 Gasoline Station/Retail Sales																																						
21 Greenhouse, Commercial						SP	SP		SP																													
22 Hotel/Motel						SP	SP	SP	SP																													
23 Housekeeping Cottage	SP	SP	SP	SP	SP	A	A	A	A	SP	SP	SP	SP	SP	SP		A	SP <sup>1</sup>	A	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP		
24 Kennel																																						
25 Marina, Type I		SP				SP	SP																															
26 Marina, Type II		SP				SP	SP	SP	SP																													
27 Medical Clinic						A	A	SP	A								A	SP	A																			

Symbol Legend: P Permitted SP Site Plan Review Required A Administrative Permit Required SP Special Use Permit Required Note: Blank cells indicate use is not permitted.

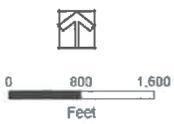
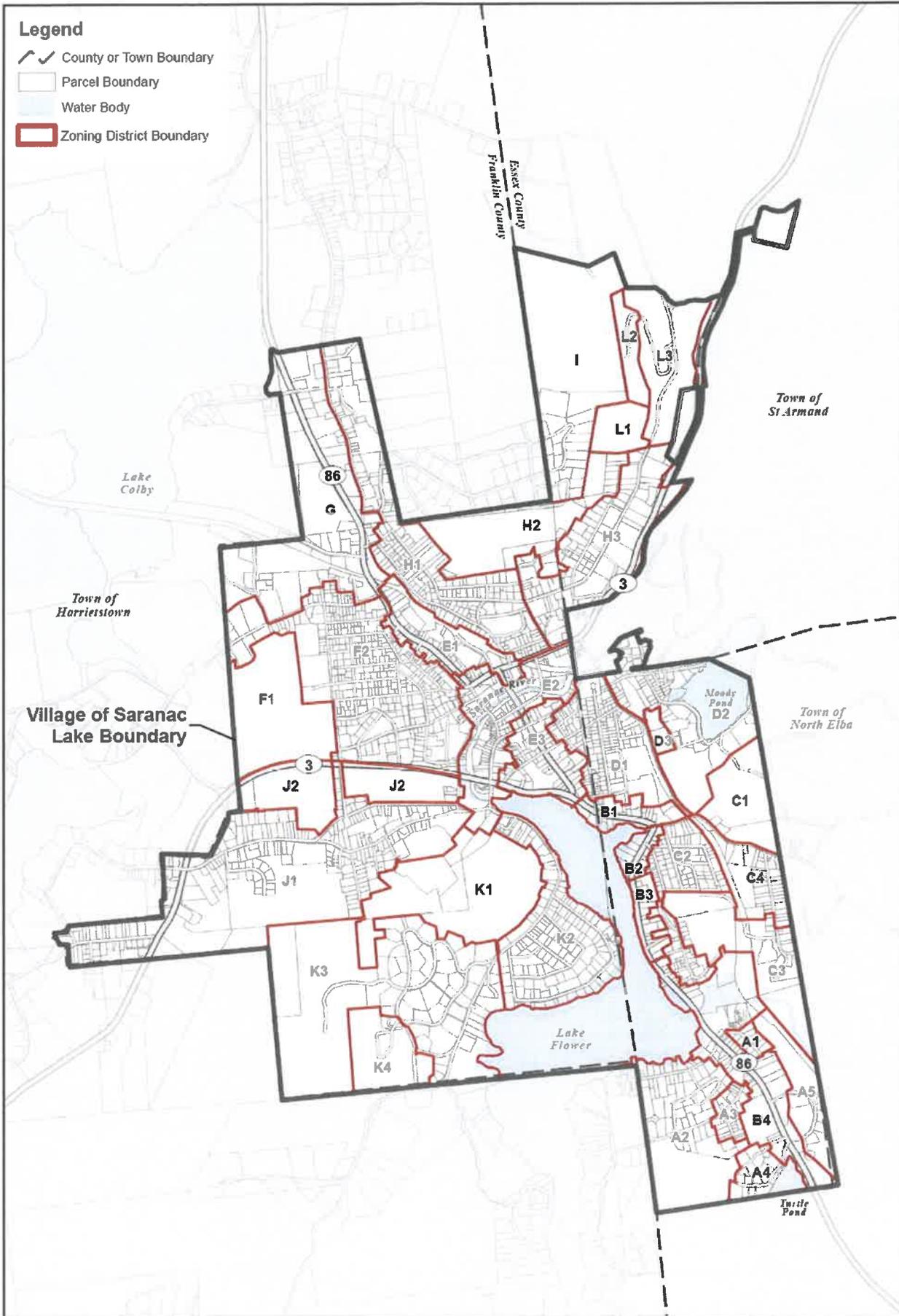
DEVELOPMENT CODE

Village of Saranac Lake - Unified Development Code  
 Schedule #1 - Allowed Uses

Land Use Type:	Districts:																																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34		
	District A-1	District A-2	District A-3	District A-4	District A-5	District B-1	District B-2	District B-3	District B-4	District C-1	District C-2	District C-3	District C-4	District D-1	District D-2	District D-3	District E-1	District E-2	District E-3	District F-1	District F-2	District G	District H-1	District H-2	District H-3	District I	District J-1	District J-2	District K-1	District K-2	District K-3	District K-4	District L-1	District L-2	District L-3	
<b>Commercial (continued)</b>																																				
28 Mixed Use						A	A	SP	A								A	SP	A			A					SP	SP								SP
28 Multi-Use Building						SP		SP									SP	SP	SP			SP														SP
29 Office						A	A	SP	A								A	SP	A			A					SP	SP								SP
30 Outdoor Storage, Type II										SP						SP						SP														SP
31 Personal Services						A	A	A	A								A	SP	A			A							SP							SP
32 Recreation Facility, Private						SP	SP		SP							SP	SP	SP	SP			SP					SP									SP
33 Research and Development Facility						A	A	A	A							SP	A	SP	A			A					SP	SP								SP
34 Restaurant						A	A	A	A								A	SP	A			A														SP
35 Restaurant, Drive Through										SP												SP														
36 Restaurant, Fast Food						A	SP	SP	SP								SP	SP	SP			SP														SP
37 Retail Sales, Type I						A	A	A	A								A	SP	A			A						SP	SP							SP
38 Retail Sales, Type II						SP			SP								SP	SP				SP														SP
39 Retail Sales, Outdoors						SP	SP	SP	SP							SP	SP	SP				SP														SP
40 Retail Store, Convenience						SP	SP		SP								SP	SP				SP														SP
41 Sawmill																						SP														SP
42 Self-Service Storage Facility																SP						SP														SP
43 Shopping Center										SP												SP														
44 Tavern						SP	SP	SP	SP								SP	SP	SP			SP														SP
45 Tourist Attraction						SP	SP	SP	SP								SP	SP	SP			SP														SP
46 Veterinary Clinic/Hospital						SP	SP	SP	SP								SP	SP	SP			SP														SP
<b>Industrial</b>																																				
1 Chemical and Petroleum Storage																						SP														
2 Contractor Storage Yard																SP						SP														SP
3 Heavy Equipment Repair																SP						SP														SP
4 Industry, Type I																SP	SP					SP														SP
5 Industry, Type II																SP						SP														SP
6 Mining						SP																SP														SP
7 Transfer Station																						SP														SP
8 Warehouse																SP						SP														SP
<b>Accessory Uses</b>																																				
For All Districts and Sub-Districts: Allowed accessory uses are those uses that are customarily subordinate and incidental to allowed principal uses.																																				
Symbol Legend: P Permitted SP Site Plan Review Required A Administrative Permit Required SP Special Use Permit Required Note: Blank cells indicate use is not permitted.																																				

**Legend**

-  County or Town Boundary
-  Parcel Boundary
-  Water Body
-  Zoning District Boundary



**Village of Saranac Lake  
Zoning Map**



**Authorization Selection of AES NorthEast for the Engineering and Administration of the  
NYS Environmental Facilities Corporation  
Engineering Planning Grant Agreement  
Inflow and Infiltration Study**

**WHEREAS, The Village of Saranac Lake was awarded Planning Grant #75106 Inflow and Infiltration Engineering Study Report in the amount of \$100,000.00 to review selected portions of the waste water collection system.**

**WHEREAS, The Village of Saranac Lake advertised for Request for Qualifications/Proposal: Engineering and Reporting**

**WHEREAS, The Village and Essex County Planning Engineer have reviewed the submissions for RFQ**

**WHEREAS, The Village of Saranac Lake selects AES Northeast, llc as the Engineers based upon review and scoring of the submission**

**NOW, THEREFORE BE IT: Resolved that the Village of Saranac Lake Board of Trustees authorizes the Village Manager to enter into all necessary agreements and approve all documents for the selection of AES Northeast LLC. For Planning Grant # 75106 Inflow and Infiltration Engineering Study Report project. Under the Engineering Planning Grant Program the local match must be at least 20% of the grant award of \$100,000.00. The Maximum local share appropriated in the 2018/2019 budget shall not exceed \$20,000.00, cash. The total estimated maximum project cost is \$120,000.00.**

# Village of Saranac Lake, New York

## Request for Qualifications/Proposal: Engineering Planning and Reporting

PROJECT NUMBER: P-00XX-2018

DATE ISSUED: March 8<sup>th</sup> 2018

### Program Requirements:

- New York State, Environmental Facilities Corporation
  - <https://www.efc.ny.gov/EPG> (EPG Program Overview and 2018 Engineering Planning Grant Outline)
  - <https://www.efc.ny.gov/bid-packets> (Program Requirements and Bid Packet for Non-Construction Contracts)

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# REQUEST FOR PROPOSALS – ENGINEERING SERVICES

## INTRODUCTION

### A. Overview

This Request for Proposals (“RFP”) is being issued by the Village of Saranac Lake (“the Village”) for engineering planning and reporting services to address Inflow and Infiltration into the Village of Saranac Lake sewer collection system. The engineering and reporting will be funded by New York State Environmental Facilities Corporation, Engineering Planning Grant Program, and all aspects must be compliant to their requirements, which are included herein as **Appendix A**.

Companies with demonstrated experience in civil engineering projects and public funding agency administration interested in making their services available to Village of Saranac Lake are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is licensed to provide such services in New York State. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

The Village of Saranac Lake is seeking to encourage participation by respondents who are DBE/MBE/WBE, business enterprises. For the purposes of the project, the Village of Saranac Lake is requiring a *documented* DBE/MBE/WBE participation compliance & good faith effort per the NYS EFC Program requirements listed in **Appendix A** by providing evidence of direct solicitation to M/WBE’s after contract award, but before given Notice to Proceed.

Nothing in this RFP shall be construed to create any legal obligation on the part of the Village of Saranac Lake or any respondents. The Village reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the Village be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the Village for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the Village. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

### B. Time of Response

Respondents will have approximately Three (3) weeks to provide a response to this RFP. The Village and resources from Essex County will review the proposals and respond within two (1) week of RFP closure, after Village Board Meetings are held, currently anticipated to be on/about **April 24<sup>th</sup>, 2018**.

### C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period of approximately twenty-four (24) months, and will expire upon completion of the projects’ administrative close out. **Substantial completion of the project must be completed no later than 5/31/19, and administrative closeout must be complete no later than 8/31/19. (Look at the dates in the award letter, I do not have these...**

## **D. Funding Agency Requirements**

Award recipients must follow the guidance provided by New York State Environmental Facilities Corporation, which some excerpts are included in this RFP as **Appendix A** for reference. All Respondents must demonstrate capability to adhere to the following Funding Agencies' requirements:

- Disadvantaged Business Enterprises (DBE) & Minority Women Business Enterprise (MWBE) Compliance
- Equal Employment Opportunity (EEO) Compliance
- Anti-Lobbying Policy
- Non-Collusive Bidding Certification (Appendix H)
- Vendor Responsibility Questionnaire (Appendix F)

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP. Dates and schedules provided by the above funding agencies will be incorporated into project scope of work and schedule requirements.

# PROFESSIONAL SERVICE REQUIREMENTS

## A. Scope of Work

The Village of Saranac Lake seeks proposals from qualified respondents to provide engineering, planning and reporting services for the investigation of Inflow and Infiltration into the Village of Saranac Lake sewer collection system.

Recipients will provide a Cost Proposal according to the Tasks listed in the “Consultant Deliverables” Table in **Appendix K**. The majority of all Tasks are Lump Sum, with Reimbursable capped at Cost Plus 10%. A supporting task and fee schedule must be provided, along with a technical description of the project approach.

Failure to provide costs per the attached schedule may result in project scoring reductions. If costs clarifications are needed, please provide explanation of the cost associated with that item, and how that relates to the project deliverable.

An overview of Engineer responsibilities is presented as follows:

- General Requirements:
  - Engineer shall produce and manage the Project Schedule and be responsible for own deliverables to be complete such that reasonable time is allotted for the review of report deliverables with the Village prior to submission to NYS DEC.
  - Engineer shall coordinate at a minimum of (1) project meeting a month to keep the Village up to date on the progress of the investigation and any coordination with Village staff.
  - Four (4) specific areas have been identified by the Village as areas of concern that are herein referred to as the Project Planning Area. This will be the primary concern for reporting, specifically identified as the (1) Swamp Line collector and sub area, (2) Trudeau Collector and sub areas, (3) River Street Collector (NYS Rt 86), LaPan Highway Collector, and (4) Bloomingdale Ave Collector. These are identified in **Appendix B, Project Planning Area**.
  - Include “Mileage” fees in this LS category.
- Engineering Reporting Deliverables: Project planning, background and history in accordance with NYS EFC requirements, with specific emphasis on the following:
  - Site Information: GIS information and layers for soil types, flood plans, APA info, DEC wetland information for the purpose of identifying agencies that would have a specific interest in the project planning area.
  - Ownership and Service area: Identify easements and need for easements in the project planning area, later to be expanded upon for completing report recommendations.
  - Existing facilities and capacity of the planning area to include survey grade mapping of rim and invert as a deliverable in CAD format.
  - Flow monitoring of each of the project areas identified with a description of proposed results.
  - Inspection of manholes as it applies to inflow infiltration and future inspection and maintenance documentation. Each inspection with photos to be saved as a single pdf with the same numbering convention as the Village GIS system.
  - Sewer Main inspection and reporting documenting the deficiencies of the section, saved as individual files, manhole to manhole in accordance with the Village GIS system.

- All reporting requirements for this section per NYS EFC Engineering Planning Grant requirements.
- Engineering Reporting Deliverables: Alternatives Analysis
  - Inflow and infiltration quantification and impact to the entire collection system
  - Cost effective reduction of Inflow and Infiltration, the goal being a projected and measurable result of the proposed project.
  - Costs presentation to include a cost benefit analysis.
  - Design standards, sizing, and supporting calculations included.
  - Alternative analysis must consider funding options available to the specific location, GIGP alternatives included.
  - Cost Estimate: Along with the NYS EFC requirements for alternatives the following elements must be addressed.
  - All reporting requirements for this section per NYS EFC Engineering Planning Grant requirements.
- Engineering Reporting Deliverables: Summary and Comparison of Alternatives
  - Alternatives considered must be technically feasible and financially viable.
  - All reporting requirements for this section per NYS EFC Engineering Planning Grant requirements.
- Engineering Reporting Deliverables: Recommended Alternative
  - Provide basis of design with schematic layouts.
  - Project funding opportunities with details specific to applicable areas.
  - All required appendices, attachments and reporting requirements as a part of the NYS EFC Engineering Planning Grant program.

## **B. Quality of Work**

All work shall follow recognized professional practices and standards and meet the specifications required by local, state and federal approval of the project's plans and specification prior to advertising the project for construction bidding.

## **C. Records**

The design professional is to maintain all books, documents, papers, account records and other evidence pertaining to this work and to make such materials available at their respective offices at all reasonable times during the agreement and for a period up to seven (7) years from the date of final payment under the agreement. Throughout the project, the respondent will be required to coordinate with the Village and the Essex County Planning Office via regular project meetings and other electronic project management software.

**All reports, documents, information, presentations, electronic drawings, and other materials prepared by the award recipient in connection with this Agreement are the Owner's sole property in which the award recipient has no proprietary or other rights or interests. All**

reports, documents, information and any materials or equipment furnished to the award recipient by the Owner shall remain the sole property of the owner and except for the award recipient's limited possession of the purpose of carrying out the Work, shall be returned to the Owner at the conclusion of the Agreement. **Nothing written in this paragraph, however, will be interpreted to forbid the award recipient from retaining a single copy of the information for its files.**

#### **D. Additional Requirements**

Professional services shall comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (HUD, EPA, OSHA, and DOT), state agencies (State OSHA, DNR, and DCH), and any other local regulations and standards (i.e. local ordinance and building codes) that may apply.

The Village has established required/desired specifications to meet existing configuration management of the Village's sewer collection system. These are provided in Appendix J.

## SUBMITTAL REQUIRMENTS

### A. RFP CHECKLIST:

The Village reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following, per the **RFP Response Checklist**:

#### **FOR THE RESPONDENT TO PROVIDE:**

- RFP Submittal Requirements Checklist (*Provide Checklist with RFP Response*)
- Letter of Interest
- Qualifications Proposal:
  - Description of Company
  - Capacity of Company
  - State License and or Certification
- Project Management Plan (*Describe your approach in detail*)
- Schedule Proposal (*Provide in a Gantt Chart format*)
- Pricing Proposal (*Also include the "Consultant Deliverables" Table*)
- Experience with DBE/MBE/WBE, Local Hiring, HUD Section 3, if applicable
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance

#### **FORMS FROM RFQ PACKAGE TO RETURN:**

- References (Minimum 3 related projects)
- Certification of Authority
- W-9 Form
- Vendor Responsibility Questionnaire (if over \$100K in proposed contract value)
- Conflict of Interest Statement & Supporting Documentation
- Non-Collusive Bidding Certification
- Iran Divestment Act Compliance Form

## B. Letter of Interest

Submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

- The principal place of business and the contact person, title, telephone/fax numbers and email address.
- A brief summary of the qualifications of the Respondent and team.
- Description of organization (i.e. Professional Corporation, or Professional Limited Liability Company).
- The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
- The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest

## C. Other Preliminary Requirements

These documents must be submitted and acceptable before the Village will review the Experience and Capacity proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Professional Limited Liability Company) issued by the NY Secretary of State
2. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and, Automobile Liability with limits not less than \$1,000,000 per occurrence.
3. References: At least three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
4. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the Village. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

## D. Main Proposal

Please provide the following information in your Proposal:

1. **Qualifications Proposal**: Years of experience and detailed qualifications in performing the range of engineering, design & construction management on various project types in compliance with applicable standards, including team’s resumes. Please provide the number of full-time and part-

time employees. Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Respondents should provide narrative examples of three (3) projects that are similar in nature to projects described in the RFQ (see “References”).

2. **Project Management Plan:** Provide a plan for engaging the Village’s project team and regulatory agencies required.
3. **Schedule Proposal:** Capacity to complete projects within the funding agencies defined period for the Engineering Planning Grant. The successful Respondent will have the project schedule, in a Gantt chart format, for incorporation into the contract.
4. **Cost Proposal:** This should include the lump sum/unit rates for different Tasks, per the table provided in **Appendix K, “Consultant Deliverables”**. Respondents shall provide more information to describe their Cost Proposal, but the **Appendix K** is the Cost Submittal required for evaluation. Labor cost estimates will include payments of prevailing wage rates as determined by the Department of Labor and Industries as applicable. The Respondent will assign hourly rates for all work and services to meet the requirements of this RFP.
5. **Funding Agency Experience:** Respondents should state whether they are an DBE/MBE/WBE. If so, please provide a copy of a current DBE/MBE/WBE certification letter. Respondents may also cite previous project experience & discuss the experience in dealing with these requirements on similar on projects.

## EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, the Village will score base on best value taking into consideration the experience, technical approach, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

The point system is to evaluate the experience and capacity of the Respondent.

1. Respondents will be awarded up to **20 points** for **Experience**, including professional qualifications, staffing, and client references.
2. Respondents will be awarded up to **40 points** for a description of services and technical approach for the Engineering Planning Grant.
3. Respondents will be awarded up to **25 points** for **Pricing and proposed Cost Savings**.
4. Respondents will be awarded up to **15 points** for the completeness of the proposal in accordance with the RFP and NYS EFC Engineering Planning Grant requirements.

## SELECTION PROCESS

## QUESTIONS

*Questions regarding this RFP* should be submitted in writing via email to **CONTACT** at **(email\*@dmain.com)** between the hours of **0900 – 1500 only**. Any RFI responses will in turn be made available to all Respondents as they are received by means of direct emails; RFI's will not be posted publically as typical for conventional Bid Registry's.

*Site Visits* regarding the project should be submitted via phone call to **Kevin Pratt**, the Village Chief Operator @ **(518) 891-3037** between the hours of **0800 – 1400 only**.

### SUBMITTAL DUE DATE

**Responses to this RFP are due by 2:00pm on (date XXXXX)**. RFP responses must be submitted via electronic PDF sent to the following web address (or email):

**https://**

The Village will not be responsible for correct time and date stamped receipt of proposal. If you run into technical difficulties providing your response by the web link above, it is also acceptable to submit your RFP responses in PDF form (**via USB flash-drive**) in the mail to the RFP point of contact:

Contact

(Address)

Each Respondent shall receive a confirmation of their submission via email, regardless of manner of RFP response. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals. **NO HARD COPIES WILL BE ACCEPTED.**

## RFP SUBMITTAL REQUIREMENTS CHECKLIST

### **FOR THE RESPONDENT TO PROVIDE:**

- RFP Submittal Requirements Checklist (*Provide Checklist with RFP Response*)
- Letter of Interest
- Qualifications Proposal
  - Description of Company
  - Capacity of Company
  - State License and or Certification
- Technical Approach
- Project Management Plan
- Schedule Proposal (*Provide in a Gantt Chart format*)
- Pricing Proposal (*Also include the "Consultant Deliverables" Table*)
- Experience with DBE/MBE/WBE requirements
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance

### **FORMS FROM RFQ PACKAGE:**

- References (Minimum 3 related projects)
- Certification of Authority
- W-9 Form
- Vendor Responsibility Questionnaire (if over \$100K in proposed contract value)
- Conflict of Interest Statement & Supporting Documentation
- Non-Collusive Bidding Certification
- Iran Divestment Act Compliance Form

## **APPENDIX A: NYS EFC PROGRAM REQUIREMENTS**

## **APPENDIX B: PROJECT PLANNING AREA**

## **APPENDIX C: ENGINEER REFERENCES**

## APPENDIX D: CONFLICT OF INTEREST STATEMENT

\_\_\_\_\_ (“Respondent”)

### Conflict of Interest Statement

The owner(s), corporate members or employees of [Respondent], shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the [the Village of Saranac Lake]. Each individual shall disclose to the [the Village of Saranac Lake] any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of [Respondent] who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with [the Village of Saranac Lake], he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.

At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

\_\_\_\_\_  
\_\_\_\_\_

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the [the Village of Saranac Lake] which has resulted or could result in person benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the [the Village].

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the [the Village of Saranac Lake].

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Respondent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

## **APPENDIX E: CERTIFICATE OF AUTHORITY**

**APPENDIX F: VENDOR RESPONSIBILITY QUESTIONNAIRE**

## APPENDIX G: W-9 FORM

**APPENDIX H: NON-COLLUSION AFFIDAVIT**

## **APPENDIX I: IRAN DIVESTMENT ACT COMPLIANCE**

## **APPENDIX J: VIDEO INSPECTION SPECIFICATIONS**

## APPENDIX K: SCHEDULE OF VALUES FOR COST PROPOSAL

DELIVERABLES	LUMP SUM PROPOSED:	HOURS OF LABOR:
<b>GENERAL REQUIREMENTS</b>		
Task 1) Project Schedule & Project Management		
Task 2) Project Coordination Meetings ( <i>incl. MILEAGE</i> )		
Task 3) Consultant EFC Program Requirements & Reporting		
<b>ENGINEERING REPORT</b>		
Project planning, background and history in accordance with NYS EFC requirements.		
Alternatives Analysis		
Summary and Comparison of Alternatives		
Recommended Alternatives		
<b>REIMBURSABLES</b>		
Video Inspection		
Flow Monitoring		

**APPENDIX L: DRAFT FORM OF CONTRACT (EJCDC)**

(not sure if you want to use this)