



REQUEST FOR PROPOSALS

Village of Saranac Lake Municipal Building Energy Improvements

DATE ISSUED: July 20, 2024

**VILLAGE OF SARANAC LAKE
39 MAIN ST, SUITE 9
SARANAC LAKE, NY 12983
518-891-4150**

VILLAGE OF SARANAC LAKE
Municipal Building Energy Improvements

Responses are due by August 15, 2024 by 2:00 pm and must be sent to:

Amanda Hopf, Village Clerk
Municipal Building Energy Improvements
39 Main St, Suite 9
Saranac Lake, New York 12983

The RFP is available on the Village of Saranac Lake website, www.saranaclakeny.gov.

PROPOSAL SUBMISSION DEADLINE: August 15, 2024, by 2:00 PM

Questions may be submitted in written form to:

Contact Name: Bachana Tsiklauri
Contact Address: 39 Main Street, Suite 9
Saranac Lake, NY 12983
Telephone Number: 518-891-4150 ext. 205
Email Address: Manager@saranaclakeny.gov

INTRODUCTION

The Village of Saranac Lake is seeking proposals from interested and qualified general contractors to provide Electric, HVAC and carpentry services to municipal buildings within the Village. Please take the time to carefully read and become more familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above. Information provided in these specifications is to be used only for the purposes of preparing detailing costs of providing the insurance coverage specified. BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding scope, contact:

Name: Katrina Glynn
Title: Community Development Director
Phone: 518-891-4150 ext. 235
Email: ComDev@SaranacLakeNY.gov

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to price Electric, HVAC and carpentry services to ensure best pricing and schedule for work.

PROJECT SCOPE

1. ECM 1- Hot Water Boiler Upgrades:

- b. **Contractor:** HVAC/Plumbing
- c. **Location:** Waste Water Treatment Plant
- d. **Action Item:** Add VFDs to the pumps at the WWTP

2. ECM 3- Domestic Hot Water Upgrades:

- b. **Contractor:** HVAC/Plumbing
- c. **Location:** 17 Main, Central Garage and DPW Garage
- d. **Action Items:** To support the Village's interest in electrifying equipment currently using fuel oil, stand-alone versions based on air source heat pumps and point of use units were investigated. Upgrades to DPW Garage-Bathrooms and Breakroom Point-of-Use. The aquastat setpoint for 17 Main Street's DHW should be set to 120 degrees F once it is installed.

3. ECM 5- Thermostat Upgrade:

- b. **Contractor:** HVAC
- c. **Location:** Waste Water Treatment Plant
- d. **Action Items:** Replace the manual thermostats with programmable versions. Adjust set points to match occupancy.

4. ECM 10- Weatherstripping and Caulking:

- b. **Contractor:** General/ Insulation
- c. **Location:** Mt. Pisgah Recreation Center
- d. **Action Items:** Add caulking to the perimeter of all windows and weatherstripping to the perimeter of all doors, operable casement, and double hung windows.

5. ECM 8- Add Wall Insulation:

- b. **Contractor:** Insulation
- c. **Location:** Central Garage and DPW Garage
- d. **Action Items:** Replace existing fiberglass batt wall insulation with spray foam insulation to all exterior walls to bring the insulating value to R-26 per IECC 2020 minimum requirements

6. ECM 6- Interior Lighting Upgrades:

- b. **Contractor:** Electrical
- c. **Location:** Central Garage and DPW Garage, Mt. Pisgah Recreation Center, Waste Water Treatment Plant (Bloomingdale Lift, the Control Building, the Digester building at WWTP)
- d. **Action Items:** Upgrade non-LED lights. Install wall-mounted or ceiling mounted occupancy sensors to turn off lights when there is no occupancy.

7. ECM 7- Exterior Lighting Upgrades:

- b. **Contractor:** Electrical
- c. **Location:** 17 Main, Waste Water Treatment Plant
- d. **Action Items:** Upgrade exterior lighting to LED Technologies.

Potential Add Alternates:

1. ECM 11- Window Replacement:

- a. **Contractor:** Window Installation
- b. **Location:** Central Garage and DPW Garage
- c. **Action Items:** Replace single pane windows with new double-pane windows with a maximum U-factor of 0.43

2. ECM 4- Upgrade Window A/C Units:

- b. **Contractor:** HVAC
- c. **Location:** Central Garage and DPW Garage, Waste Water Treatment Plant
- d. **Action Items:** The window units of carrying ages should be considered for upgrades to more efficient models.

August 15, 2024

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

The Village of Saranac Lake shall award the contract to the proposal that best accommodates the various project requirements. The Village of Saranac Lake reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one bidder, and (iii) refuse any proposal or contract.

PROPOSAL SELECTION CRITERIA

Only those proposals received the above state deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

The Village of Saranac Lake reserves the right to cancel, suspend, and/or discontinue and proposal at any time, without obligation or notice to the proposing bidder.

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

The selected firm will be notified in writing and be asked to meet and submit their prospective scope of services, schedule, and a fee proposal. If, after negotiation and consideration, the

Village is unable to reach an acceptable agreement with the firm, the Village will terminate negotiations with the firm and, at its sole discretion, may enter into negotiations with another qualified firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFP.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Manager(s)) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in New York (e.g. business license number)
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

FINANCIAL INFORMATION

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

COST PROPOSAL SUMMARY AND BREAKDOWN

- A detailed list of any and all expected costs or expenses related to the proposed project
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

ADDITIONAL CONSIDERATIONS:

- The Village is not responsible for responses that are not received or that do not arrive by the submission deadline.
- Expenses incurred in the preparation of responses shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply to the Village for reimbursement for these expenses.
- By submitting a response the respondent agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in the response.

- If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Village of Saranac Lake may agree to maintain confidentiality of such material(s) if requested. The Village of Saranac Lake assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.
- The Village of Saranac Lake is not liable for any costs incurred by any individual or firm for work performed to prepare its response or for any travel and or other expenses incurred in the preparation and/or submission of its response or participation in subsequent interviews or presentations. Further, the Village of Saranac Lake is not liable for any costs incurred prior to approval of the contract.

Central Garage
95 Van Buren Street

PROJECT SUMMARY SHEET

Date Constructed:	1946
Gross Square Feet:	10,725
Use:	Truck repair bay, workshop and cold storage
Operating Schedule:	9 hrs. per day, M-F



Envelope

The envelope system is metal with minimal insulation and large overhead doors. The Village has already secured bids to insulate the roof with spray foam; roof energy savings were not evaluated in this study. ECM 8 evaluates energy savings for wall insulation for the building independently of the roof insulation.

Domestic Hot Water

DHW for the bathrooms and breakroom is supplied by an AO Smith electric tank heater.

Electrical

The electrical services is rated at 200A, 120/208V at three phase. Most of the interior lighting has been converted to LED, but all controls are with manual switches. Process and plug loads are representative of a maintenance garage.

DPW Garage
95 Van Buren Street

PROJECT SUMMARY SHEET

Date Constructed:	FOR: Village of Saranac Lake - Central Garage & DPW Garage 2019
Gross Square Feet:	14,400
Use:	Offices and vehicle storage
Operating Schedule:	9 hrs. per day, M-F



Hot Water Distribution

Hot water is distributed throughout the building from the standard efficiency oil-fired boiler. Boiler availability is determined by outside air temperature. The hot water pumps are constant speed.

Domestic Hot Water

DHW for the bathrooms and breakroom is supplied by hot water boiler.

Electrical

The electrical services is rated at 200A, 120/208V at three phase.
Most of the interior lighting has been converted to LED, but all controls are with manual switches.
Process and plug loads are representative of a maintenance garage.

Mt. Pisgah Recreation Center

92 Mount Pisgah Drive

PROJECT SUMMARY SHEET

Date Constructed:	FOR: Village of Saranac Lake - Mt. Pisgah Recreation Center 1997
Gross Square Feet:	Varies by building
Use:	Lodge, office, kitchen and auxiliary buildings
Operating Schedule:	6 hrs. per day, 84 days/yr.



Envelope

The envelope system in the log cabin style structure has insulation typical for the age of the building. The roof is original. The windows are thermal pane, but reportedly leak air around the frames.

The Village is planning to replace the wood frame, uninsulated green building #98, which is used for snow gun repair. The building is only heated during snow gun repair.

All other auxiliary buildings are used for ski operations, or storage, and levels of insulation vary.

Electrical

The electric service varies by building was not confirmed for this study. Most of the interior lighting has been converted to LED, but all controls are with manual switches. Process and plug loads are high in the winter for snow making and ski lift operations.

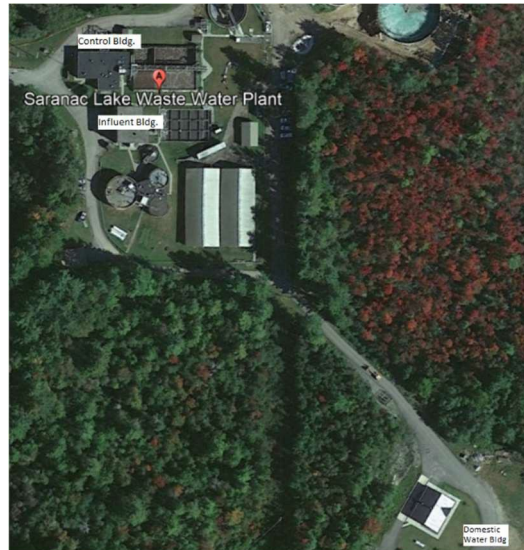
Wastewater Treatment Plant

680 NYS Route 3 (Bloomingdale Road)

PROJECT SUMMARY SHEET

~~FOR: Village of Saranac Lake - Waste Water Treatment Plant (WWTP)~~
Control and receiving Bldgs. - 1950's

Date Constructed:	Domestic water bldg. - 2012 ENERGY SAVINGS SUMMARY
Gross Square Feet:	Varies by building
Use:	Offices, labs and process support buildings



Heating and Cooling Systems

The control building is heated by hot water radiators, unit heaters and a heating recirculation system on the roof. The radiator in the chief operator's office was reported as not working, so a portal electric heater is utilized in the winter. A window air conditioning unit is also utilized in the chief operator's office. Thermostat control is by manual thermostat.

The influent and digester buildings are heated by hot water unit heaters. Thermostat control is by manual thermostat.

The domestic water building is heated by propane fire unit heaters, controlled by manual thermostats.

Hot Water Distribution

Hot water is distributed from the oil-fired boilers, located in the influent building, to terminal units in the influent building and control building, at 180°F. Boiler availability is determined by outside air temperature. The hot water pumps are constant speed.

Methane from the anaerobic digestion process fuels a hot water building in the digestion building, which feeds heat back into the process and unit heaters in the building.

Electrical

The electrical services for the Plant are as follows:

Collection: 100A, 120/280 at 3 phase

Digester: 100A, 120/208V at 3 phase

Main: 125 amp (x2), 120/208V at 3 phase

The interior lighting has been converted to LED, but all controls are with manual switches. Majority of exterior lighting appears to be metal halide, with timer control.
