



**REQUEST FOR QUALIFICATIONS  
#1**

**ARCHITECTURAL SERVICES  
Village of Saranac Lake Public Safety Building**

**PROPOSALS DUE:**

*August 3, 2022  
4:00 p.m. EST*

## **I. BACKGROUND INFORMATION**

### **a. OVERVIEW**

The Village of Saranac Lake is a community located in northern New York State. The village municipal boundaries encompass portions of three towns (Harrietstown, St. Armand, and North Elba) and two counties (Franklin and Essex). The municipal government consists of a mayor, village manager, and four village trustees. The current village population is approximately 5,548. The village office is located at 39 Main Street, Suite 9, Saranac Lake NY 12983.

The village is composed of residential housing, small retail, recreation-related businesses, a local hospital, and two nearby prisons. The village police force has jurisdiction inside the village's municipal boundaries. The volunteer fire department serves the village, the Town of Harrietstown, and portions of the Towns of St. Armand and North Elba. The volunteer rescue squad is a non-profit organization located in the village and serves the village, the towns of Harrietstown, St. Armand, and Franklin, and portions of the Town of North Elba.

The three organizations are located in separate buildings within the village. Each facility is old, in need of significant repair, and critically undersized. A feasibility study conducted in 2012 documented those conditions [available here: [https://saranaclakeny.gov/corecode/uploads/document6/uploaded\\_pdfs/corecode/Emergency\\_Services\\_Facilities\\_Needs\\_Assessment\\_1668.pdf](https://saranaclakeny.gov/corecode/uploads/document6/uploaded_pdfs/corecode/Emergency_Services_Facilities_Needs_Assessment_1668.pdf)].

At that time, the village was considering construction of a public safety building to house all three organizations, but no action was taken.

The village is again considering a public safety building to house all three organizations, to be located at a site comprised of: (a) the existing fire station at 100 Broadway, (b) the existing rescue squad building at 144 Broadway, and (c) additional adjacent properties that, in total, may provide sufficient space for the construction of a new facility. If feasible, it is the village's intent to build a modern combined public safety building, housing fire, police, and rescue, to serve the community for the next 50 years. To that end, the village seeks an experienced architecture and engineering design firm to prepare a feasibility study for the creation of a public services building that addresses the needs of each organization now and in the future.

#### Police Department:

The Saranac Lake Police Department (SLPD), located at 3 Main Street, is in the rear converted space of a former village office building. It was renovated in 1999 and consists of a one-story structure with a gross usable area of 2,374 sq. ft. It is significantly undersized and has critical deficiencies.

The SLPD currently consists of nine members: a chief, four sergeants, and four patrol officers. Full staffing would see the addition of another three-to-four full time officers and a civilian staff member. SLPD is in the process of adding two new recruits.

Saranac Lake is known as one of the coldest places in the continental United States, with winter temperatures falling well into the -30°F to -40°F range. SLPD has no shelter for its three

marked patrol vehicles and one unmarked chief's vehicle. This poses several challenges given the severe cold and large snowfall accumulations in this region.

The inside of the building is critically undersized to serve the public in a professional manner. The main patrol office is a wide-open space with three desks and lacks the privacy necessary to interview victims of criminal acts in a dignified manner. There is no designated juvenile interview area; indeed, there are no interview rooms whatsoever. The chief must share an office with the shift sergeants, with only a partial divider separating them and a 24-to-36" opening between the two desks. This does not allow for any privacy concerning personnel matters or other issues of a sensitive nature.

Male and female officers have a shared locker area with no real privacy and an acute lack of storage. The bathrooms contain showers, which regularly leak and/or have raw sewage back up into them. There are no facilities for officers to decontaminate following potential exposure to disease, illness, blood borne pathogens, hazardous materials, etc. The men's bathroom has additional lockers within it, but no stall for the toilet. Officers must lock the door to restrict access to these lockers while using the restroom.

The lack of space to store necessary equipment for everyday patrol is another major concern. Adequate storage for items such as records, office supplies, and promotional materials is also extremely limited. There is no available space for meetings, conferences, shift briefings, or training.

The chief's office, temporary holding cells, utility closet, and another small office space are all currently used to store necessary equipment and other items. There are four holding cells under the supervision of the New York State Department of Corrections and Community Supervision. Only one of the four is usable due to plumbing issues and other deficiencies. The other cells are used as secure storage and to hold found property and some on-site evidence. The small booking area is also used for storage. This is of concern, as this is where detainees are held during processing and could be an area of potential confrontation.

SLPD does not currently have an open lobby area or receptionist/dispatcher, due to staffing shortages. The receptionist area is used to store old records. Most of the collected evidence is stored off-site.

SLPD responded to 3,615 calls for service in 2021, which is the highest call volume in five years – corresponding with an upward trend in police service calls in the village.

Fire Department:

The Saranac Lake Volunteer Fire Department (SLVFD) is located at 100 Broadway. The department is currently comprised of 38 volunteer members and five full-time, village-employed fire and rescue drivers. SLVFD responds to approximately 345 calls per year.

The fire station was constructed in 1891, with an addition completed in 1964. The original 1891 structure consists of three floors (basement – 2,033 sq. ft., first floor bay – 2,268 sq. ft., second

floor office and sleeping quarters – 2,033 sq. ft.). 1964 saw the addition of a single floor with two large first-floor bays and a meeting room (gross area of 4,270 sq. ft).

The total gross area of the existing fire station is approximately 10,604 sq. ft.

Each of the three bays contains two or more apparatus parked side by side, with only 12-36” of space between the trucks and the walls. Bay One, in the original building, houses two engine tankers parked side by side. Additional apparatus, including a boat, trailer, and 4x4 are stored behind. An additional boat and trailer are stored in the basement. Bay Two houses the tanker, ladder, and rescue trucks parked side-by-side. An air boat and trailer are stored behind. Bay Three houses the pickup, brush, and utility trucks, and several small storage rooms. Dive gear lockers are also located in Bay Three. Frequently, apparatus must be moved out of a bay in order to access equipment or other apparatus stored behind.

The 24 ft x 31 ft meeting room is behind Bay Three. The meeting room contains the gear washing and drying units.

Apparatus	Length & width (ft)
ETA - 141 (engine tanker)	32.4' x 8.8'
ETA – 143 (engine tanker)	30.2' x 8.1'
TA – 145 (tanker)	36' x 8.5'
Rescue - 147	29.7' x 8.7'
Ladder - 122	46.8' x 8.7'
Rescue – 147 (future engine rescue)	29.7' x 8.7' (30.2 x 8.5)
Utility - 146	22.2' x 8.2'
Future Pickup truck	24' x 8'
Misc. – 349 (Pickup truck)	21' x 8'
Misc. – 148 (brush truck)	24' x 9'
Marine 1 (boat & trailer)	32.5' x 8.5'
Marine 2 (boat & trailer)	22.9' x 8'
Marine 3 (boat & trailer)	22.8' x 8.4'
Marine 4 (boat & trailer)	26' x 9'
Trailer 1 (rescue equipment)	20.6 x 8.5'
Trailer 2 (future dive equipment)	24' x 8.5'

Rescue Squad:

Saranac Lake Volunteer Rescue Squad (SLVRS), an advanced life support service (ALS) agency, was chartered as a 501(c)(3) corporation in 2010. Prior to that time, the rescue squad was part of SLVFD. In 2013, SLVRS expanded its role in community health care by contracting with the local health system, Adirondack Health, to provide medical transports from Adirondack Medical Center, a sole community hospital, to Level I and Level II trauma centers and other advanced-care medical facilities throughout New York and New England. SLVRS operates four Advanced Life Support (ALS) ambulances, one Basic Life Support (BLS) ambulance, and one rapid-response fly car to serve the populations of the Village of Saranac Lake and six surrounding towns located across portions of two counties; a response area of

approximately 600 square miles. SLVRS currently employs six full-time and 14 part-time staff, supplemented by 17 volunteers. They respond to approximately 1,700 calls per year.

Current ambulance bays are too narrow to appropriately accommodate the vehicles. Sleeping quarters for overnight staff are old and deteriorating. The current storage and training rooms are inadequate.

SLVRS currently occupies approximately 4,768 sq. ft. adjacent to the fire station: ambulance bays – 2,135 sq. ft., sleeping quarters/bathrooms – 1,092 sq. ft., kitchen/dining/day room – 735 sq. ft., offices – 468 sq. ft., training – 182 sq. ft., and supply room – 156 sq. ft.

**b. CONTACT INFORMATION**

Point of contact:

James Williams, Mayor, Village of Saranac Lake  
[mayorwilliams@saranaclakeny.gov](mailto:mayorwilliams@saranaclakeny.gov)  
(949) 275-8916  
39 Main Street, Suite 9  
Saranac Lake, NY 12983

Questions regarding this RFQ should be emailed to the address above by the date specified in the SCHEDULE section of this document.

**II. STATEMENT OF PURPOSE**

**a. OPENING NARRATIVE**

The Village of Saranac Lake seeks architectural services to evaluate the feasibility of replacing three separate, functionally obsolete structures with a new, state-of-the-art facility that will house SLVFD, SLVRS, and SLPD. Therefore, the village will hire an architect to complete a feasibility study for the new facility. This study will include evaluation of the existing conditions, building and code requirements, programming, budgeting, tax impacts, public awareness and education, space analysis, and conceptual design. The study will also incorporate an assessment of the original 1891 building’s structural integrity – to be independently conducted by Albany, NY-based Landmark Consulting – and make recommendations as to the potential for historic preservation/inclusion of historically preserved components in the design and execution of the new public safety building. As part of their consultation, Landmark Consulting will also review the impact of the proposed conceptual design on the historic firehouse.

The village only seeks firms with extensive experience in the building design and study of combined emergency services facilities. The village requires a long-term solution that is acceptable to the leadership of SLVFD, SLVRS, and SLPD.

A detailed description of the purpose and project need is outlined below:

**b. DESCRIPTION OF EXISTING CONDITIONS**

Shortcomings of the current facilities include:

- Insufficient space
- Unmet operational needs
- Inaccessibility for individuals with disabilities (not ADA-compliant)
- Marginal short-to-medium term viability; will not support potential population growth

**c. PROJECT SITE (IF APPLICABLE)**

The proposed project site is located at the following adjacent physical addresses: 110 Broadway (SLVRS - tax parcel 447.69-1-2), 100 Broadway (SLVFD - tax parcels 447.69-1-14 and 447.69-1-15), and additional adjacent properties. In total, the proposed site is approximately 1.69 acres.

Maps of the proposed site are attached.

Recent geotechnical/environmental studies are either completed or planned for the adjacent properties.

As noted above, the 2012 Emergency Services Facilities Assessment prepared by AES Northeast consultants is available here:

[https://saranaclakeny.gov/corecode/uploads/document6/uploaded\\_pdfs/corecode/Emergency\\_Services\\_Facilities\\_Needs\\_Assessment\\_1668.pdf](https://saranaclakeny.gov/corecode/uploads/document6/uploaded_pdfs/corecode/Emergency_Services_Facilities_Needs_Assessment_1668.pdf)

The proposed project site is located in an area of downtown Saranac Lake targeted for revitalization in the Village of Saranac Lake Downtown Revitalization Initiative (DRI) Strategic Investment Plan.

[https://www.ny.gov/sites/default/files/atoms/files/Saranac\\_Lake\\_DRI\\_Plan.pdf](https://www.ny.gov/sites/default/files/atoms/files/Saranac_Lake_DRI_Plan.pdf)

The site includes, and is surrounded by, existing and proposed buildings that support residential, commercial, and civic uses. The feasibility study must assess the compatibility of the proposed project with the immediate surrounding area (+/- 0.05 sq. mi.).

**d. ADDITIONAL PROJECT DESCRIPTION**

- The project is a **feasibility study**. Upon acceptance of the feasibility study, the village is likely to proceed with design and construction of a new public safety building.
- Incorporating/renovating/preserving portions of the existing firehouse is an option.
- Demolition of the existing fire house, rescue facility, and any adjacent properties the village may acquire is acceptable.
- The existing police facility located at 3 Main St. will not be demolished.
- Public awareness/education and support are important components of the project.
- The study will include incorporation of training facilities in the proposed public safety building.
- The proposed structure may include an emergency operation center (EOC) for the village.

- The proposed structure may include a small museum in the public lobby.
- The proposed structure may require a separate structure/outbuilding to house fire department trailers.
- The proposed design must provide adequate off-street parking for employees and volunteer first responders.

### **III. SCOPE OF WORK**

#### **a. SCOPE OF SERVICES REQUESTED FROM THE ARCHITECT**

Respondents are encouraged to clearly communicate their abilities to successfully provide each of these services. The services required for the project include:

- Physical assessment of the adequacy of the existing facilities (site, envelope, interiors, structural, MEP)
- Assessment of the compatibility of the proposed project with the immediate surrounding area (+/- 0.05 sq miles)
- Detailed project program
- Space utilization
- Budgeting
- Conceptual designs
- Project renderings
- Preliminary code analysis
- Value engineering
- Three-to-four client meetings (may be combination of onsite and virtual)
- One-to-three presentations (including to the Village Board of Trustees)
- Bond vote preliminary tax impact calculations
- Integral assistance with the public awareness/education campaign
- Coordination assistance with geotechnical engineer and surveyor
- Draft report
- Final report

#### **b. DELIVERABLES**

- Program document
- Space utilization document
- Conceptual site plan
- Conceptual floor plan
- Project renderings
- Hard and soft cost project budgets
- PowerPoint presentation
- Informational documents
- Draft feasibility report
- Final feasibility report

#### **c. INFORMATION PROVIDED BY THE OWNER**

- Provide access to the existing facilities
- Provide access to current budgets and tax information for tax impact calculations
- Bond financial advisor and bond counsel
- Public awareness/education campaign manpower
- Geotechnical report
- Site survey
- Environmental studies report

#### **IV. QUALIFICATIONS OF THE TEAM & PROJECT UNDERSTANDING**

Acceptable candidates will have extensive experience with public safety/emergency response facilities, and, specifically, combined service facilities (fire, police, and rescue), including feasibility studies, design, and construction.

##### **a. PROJECT TEAM AND ITS MEMBERS**

- State when the firm(s) was started and how long it's been in business under the current corporate structure.
- Include resumes for all key individuals from the firm who will be involved in this project. Resumes should adequately describe educational backgrounds, specific areas of expertise, and related experience with public safety/emergency response facilities and combined service stations.
- Indicate experience working with each design team member, including all consultants.
- Include examples of previously completed projects like this project.

##### **b. QUALIFICATIONS OF THE ARCHITECT AND TEAM**

- Describe specific experience and knowledge of public safety/emergency response building design.
- Describe projects like this one which were completed in the previous five (5) years.
- Provide references (including names and telephone numbers of the owner's representative or project manager) for at least five (5) of these projects.
- Projects completed while employed by another firm may not be used towards the required experience but may be included in overall experience with proper attribution (attribution is very important as more than one firm and or individual may reference the same project).

##### **c. THE CANDIDATE ARCHITECT (OR COMBINED TEAM) SHALL:**

- Have successfully completed studies of at least three (3) similar facilities, in the last five (5) years and at least five (5) individual fire stations in the last five (5) years.
- Demonstrate experience in station land, site, and building issues including:
  - Critical negotiations with agencies, governing authorities, and/or utility companies
  - Site locations for facilities with applied Insurance Services Office (ISO) and National Fire Protection Association (NFPA) criteria in station location, response safety issues, and firematic criteria, with particular emphasis placed on land usage and station design



- Demonstrate a thorough understanding of relevant codes and regulations, including NFPA, ADA, FEMA, IACP, and International Building Code in relation to public safety/emergency response facilities.
- Possess thorough and demonstrable knowledge of public safety/emergency response programming that addresses a broad range of relevant issues.
- Demonstrate knowledge of public safety/emergency response training issues and the means to integrate sustainable solutions into the building design.
- Provide any other special provisions that relate to the specifics of this project.
- Include any honors, awards (must list actual firm that received awards), or other professional recognition in the field of public safety/emergency response.

## **V. SCHEDULE**

- June 22, 2022: RFQ issued
- July 13, 2022: Deadline for candidate questions pertaining to the RFQ
- August 3, 2022: RFQ responses due; must be received no later than 4:00 pm EST at the following address:

Village of Saranac Lake  
Attention: Mayor James Williams  
39 Main Street, Suite 9  
Saranac Lake, NY 12983

- August 10-17, 2022: Interviews of RFQ candidates
- August 23, 2022: Notification of successful RFQ candidate
- August 24-31, 2022: Negotiation with successful RFQ candidate
- September 1, 2022: Begin scope of work
- December 15, 2022: Deliver draft report
- January 9, 2023: Deliver final report

## **VI. SUBMISSION REQUIREMENTS**

### **SUBMISSIONS**

Respondents should submit six (6) hard copies of the response to this RFQ, as well as a USB flash drive with a complete electronic copy of the response in PDF file format. Submissions must include a cover letter. Hard copies must be 8.5 x 11” and bound with tabbed proposals in the following order:

- Cover with firm name, project name, and RFQ #
- Table of contents
- Executive summary
- Proposed scope of services
- Firm profile(s)/resumes/references (with complete contact information)
- Project experience
- Consultants (if applicable)

- Team organization
- Schedule
- Terms/conditions/disclosures
- The proposed fee for the feasibility study and report shall be enclosed separately in a sealed envelope

Each respondent must identify the primary contact for this project and include a list of key personnel.

Each respondent must disclose any real or perceived conflicts of interest related to this project.

## **VII. EVALUATION AND AWARD PROCESS**

### **EVALUATION OF PROPOSALS**

The owner intends to select two or three finalists for face-to-face interviews. The owner will review and screen all proposals. Proposals will be evaluated with respect to the following:

- Individual and team qualifications/experience designing public safety/emergency response facilities
- Quality of the proposal, including, but not limited to, completeness, technical competence, clarity of the project scope, and proposed project approach and methodology
- Demonstrated willingness and ability to meet deadlines, control costs, and complete projects
- References related to similar projects
- The village may use Quality Based Selection (QBS) for evaluation and selection of the architect/engineer consultant

**Addenda**

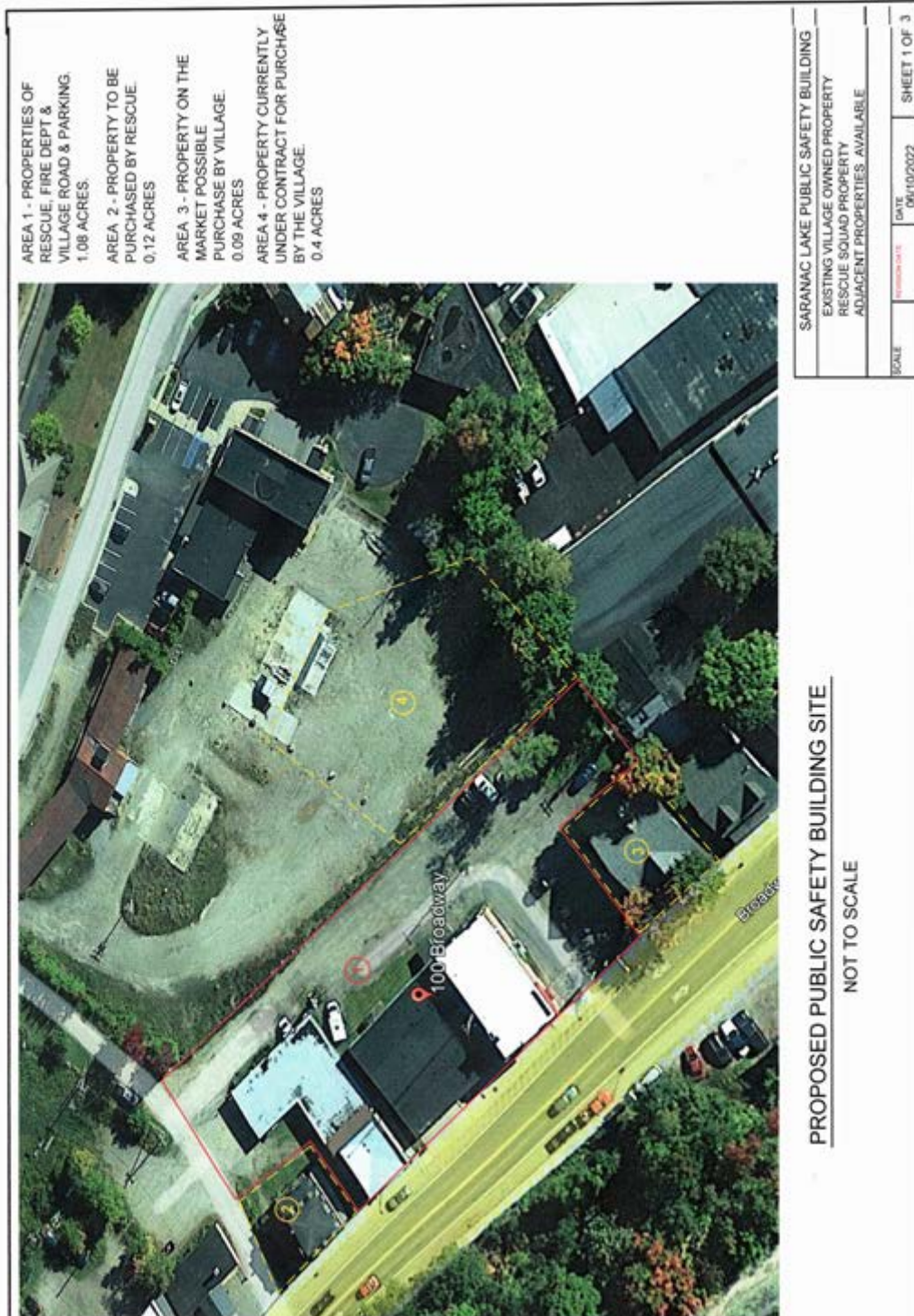


Figure 1: Aerial view of proposed site

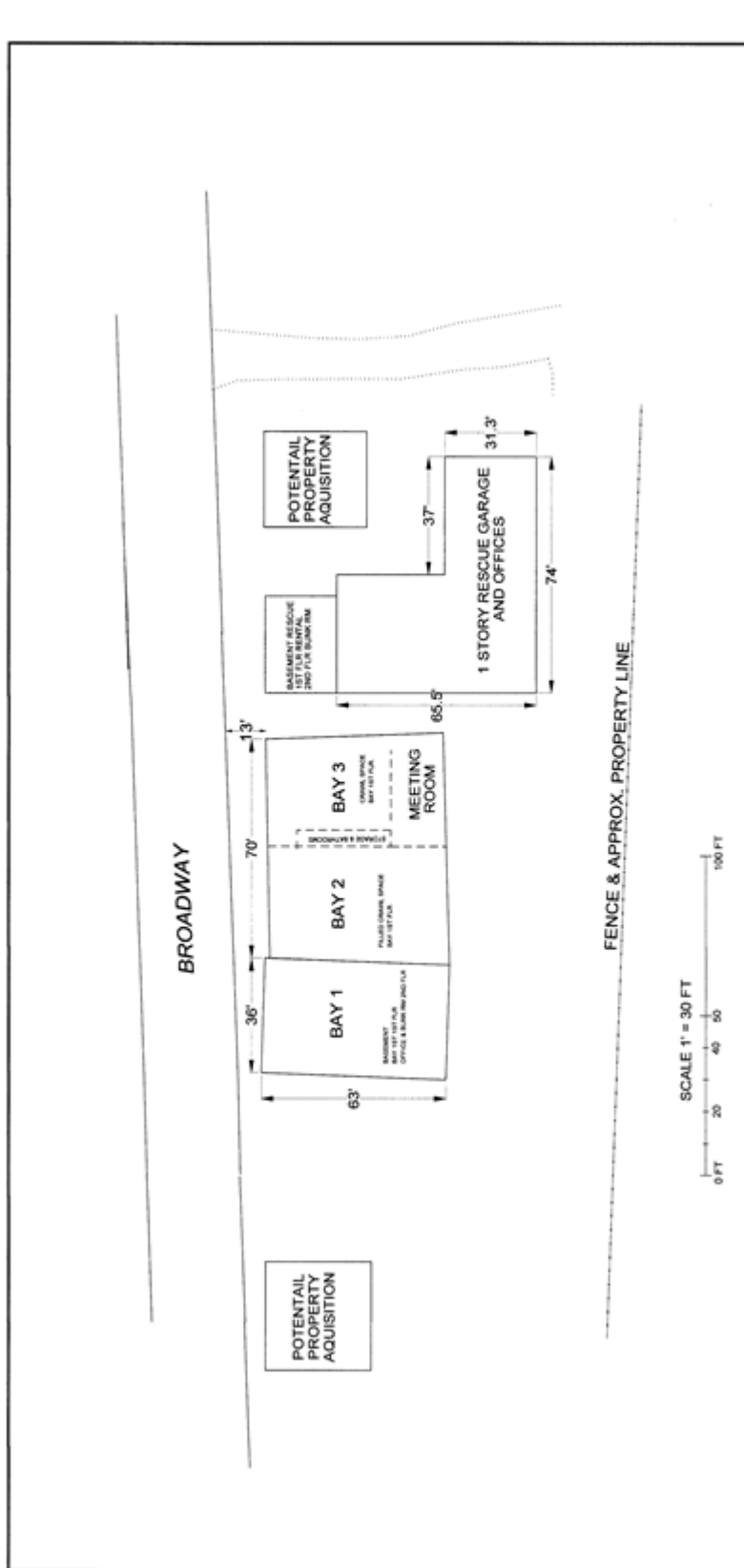


Figure 2: Schematic of current and potential lots



SHEET 2 OF 3

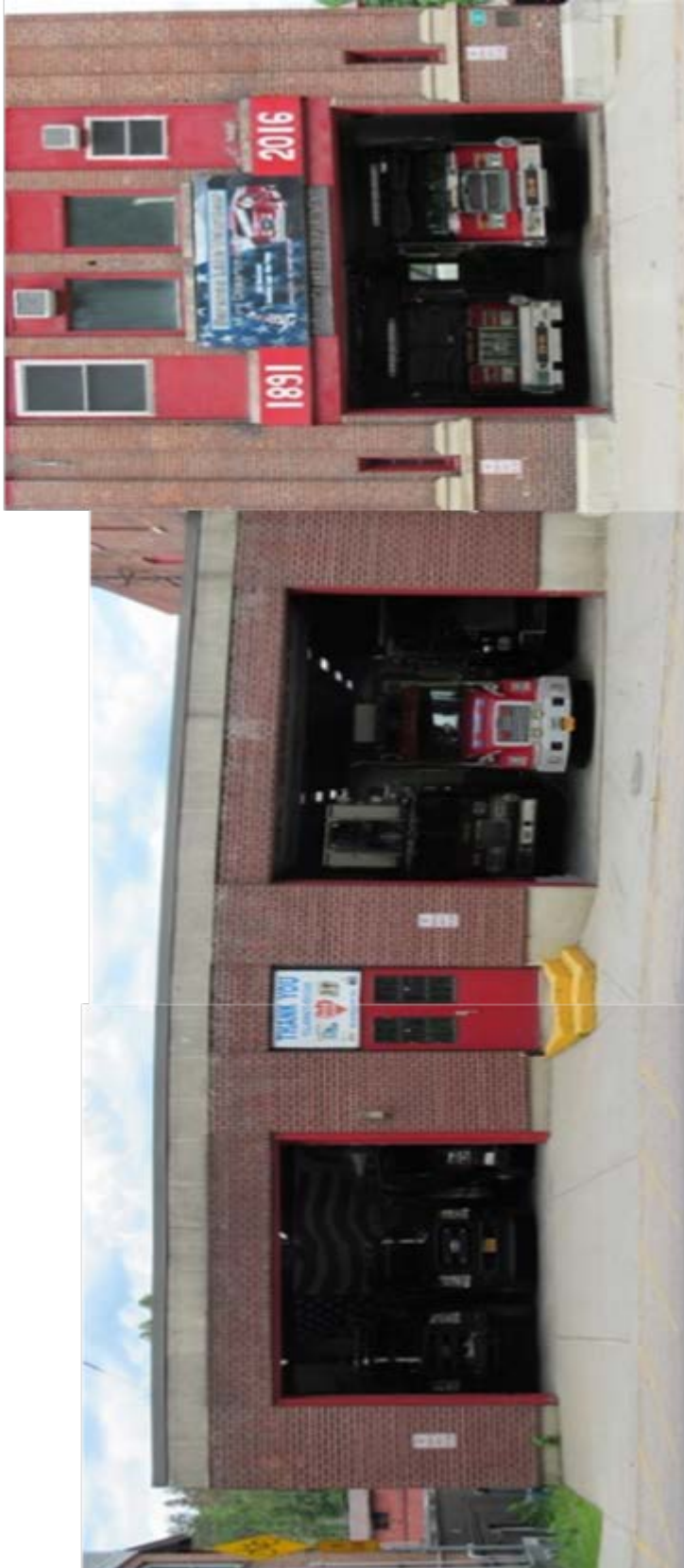
Figure 3: Potential additional plot



**Figure 4: SLPD front view**



**Figure 5: SLPD side view**



**Figure 6: SLVFD front view (montage)**





**Figure 7: SLVFD rear view**



**Figure 8: SLVFD side view**



**Figure 9: SLVRS side view**



**Figure 10: SLVRS rear view**



**Figure 11: SLVRS front view (sleeping quarters on second floor)**



**Figure 12: SLVRS staff office**



**Figure 13: SLVRS officers' office**



Figure 14: SLVRS day room



Figure 15: SLVRS kitchen/dining area



**Figure 16: SLVRS primary bay**



**Figure 17: SLVRS secondary bay**



**Figure 18: SLVRS training room**



**Figure 19: SLVRS supply/med room**



**Figure 20: SLVRS sleeping quarters, living room**



**Figure 21: SLVRS sleeping quarters, bedroom**





**Figure 22: Structure being considered for acquisition by SLVRS**



**Figure 23: SLVFD driveway/parking**