



REQUEST FOR QUALIFICATIONS

Climate Smart Communities Climate Vulnerability Assessment & Adaptation Plan

DATE ISSUED: July 2, 2026

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

Request for Qualifications

Climate Smart Communities Climate Vulnerability Assessment & Adaptation Plan

Responses are due by July 31, 2026, by 2:00PM and must be sent to:

Laura Ferranti Village Clerk
39 Main St, Suite 9
Saranac Lake, NY 12983

(Electronic copies of the proposals must also be submitted by the same deadline)

1. Introduction

The Village of Saranac Lake, a municipal corporation in the State of New York, is soliciting proposals from qualified and competitive consultants for a Climate Smart Communities climate vulnerability and Adaptation Plan.

2. Purpose

The Village of Saranac Lake (VSL), in partnership with the Adirondack North Country Association (ANCA) is soliciting proposals to create a Climate Vulnerability Assessment and Climate Adaptation Plan for our community. As an outdoor tourism economy, climate change threatens our economic wellbeing, public health, and long-term sustainability. This plan will be created with village leadership, business owners, residents, and all vested interests to be made publicly available to bolster our climate preparedness, social cohesion, and economic longevity. The VSL, ANCA, and the Climate Action Advisory Board will manage the development and dissemination of these documents which will include vulnerable populations and infrastructure; regional climate impacts; and climate-ready solutions so that the VSL may continue to lead the North Country in the CSC and CEC programs. Diverse local voices will be included in preparedness planning; our community will be informed and prepared for climate change; policy and strategic planning will include climate resilience and adaptation; and the village will be competitively positioned for continued grant funding for implementation projects to achieve silver certification.

The Village is seeking a proposal to address the following:

Climate Vulnerability Assessment

1. Research relevant studies of climate change to identify hazards and impacts
2. Identify assets and systems in the community including community infrastructure, socio-economic assets and systems, and natural and working lands
3. Assess vulnerabilities of each asset or system including exposure, sensitivity, and adaptive capacity.

4. Identify vulnerable populations, including underrepresented and marginalized populations, and assess how these populations will be impacted by current and future hazards.
5. Prepare a summary of all previous tasks
6. Conduct public engagement session to share information with the public and gather feedback. One public workshop and one public survey is proposed.
7. Prioritize assets, systems and vulnerabilities.
8. Develop a report of vulnerability assessment findings and establish a timeline for re-assessing vulnerabilities.

Deliverables: *Climate Vulnerability Assessment draft (one) and final (one); One in-person public workshop; one online public survey.*

Climate Adaptation Plan

1. Establish a leadership team, participatory engagement process and framework
 - o It is assumed the Climate Adaptation Plan project coordination would be combined with the Climate Vulnerability Assessment coordination.
2. Develop a place narrative
 - o Conduct a socioeconomic survey
 - o Conduct an ecosystem survey
 - o Describe the history of extreme storms or extreme weather events
 - o Identify underlying threats, risks, barriers and challenges
 - o Identify any data gaps and explicitly state any other unknowns and uncertainties
3. Incorporate climate change vulnerability assessment (Task 2)
4. Develop community future scenarios
 - o Conduct participatory simulations
 - o Develop a shared community vision
5. Develop recommendations for action
 - o Select best practices and promising practices
 - o Select nature-based solutions for ecosystem-based adaptation
 - o Develop innovative solutions for adaptation
 - o Apply cost-benefit analysis to potential solutions
 - o Develop adaptation pathways
 - o Assess potential maladaptations
 - o Identify, evaluate, and maximize co-benefits associated with adaptation actions
 - o Prioritize adaptation actions using agreed-upon criteria
 - o Assess differential climate impacts across demographics
 - o Identify opportunities to integrate adaptation into existing municipal plans, policies, and regulations
6. Develop monitoring and evaluation approach and plan
 - o Develop indicators and metrics
 - o Use data visualization dashboard
 - o Develop adaptive management process
 - o Develop process for updating the CCARP
7. Develop a plan implementation strategy

- o Describe the governance and management structure
- o Describe implementation methods
- o Develop a budget and funding options
- o Develop a timeline for implementation
- o Describe monitoring and evaluation

Deliverables: *Climate Adaptation Plan draft (two) and final (one); One in-person public workshop to discuss future scenarios and draft action recommendations.*

Project Coordination:

1. Conduct monthly Core Team virtual meetings to review materials, prepare for committee and public meetings and keep the project on track. The Core Team would include MJ, the committee chair and a Town representative as well as the funding agency representative.
2. Conduct CSC Committee meetings at key project milestones to review materials and receive direction

Deliverables: *Core Team meeting/call recaps (up to 12); Up to 4 Committee meetings (2 virtual, 2 in-person) and meeting summaries.*

All final document submissions and approvals are due by December 1, 2027.

3. Submission Requirements

Each proposal must include the following:

- Cover letter with company name, contact info, and summary of qualifications.
- Detailed technical specifications.
- Project schedule including lead time, delivery, installation, and testing.
- Cost proposal (itemized breakdown: equipment, installation, optional items, etc.).
- At least three municipal or commercial references.
- Proof of insurance and applicable licenses.
- Final scope of services to be negotiated with selected consultant.

All work shall comply with DEC and Climate Smart Communities MWBE, WBE, SDVOB requirements.

4. Evaluation Criteria

In selecting the respondent for contract negotiations and ultimately awarding any agreement resulting from this solicitation, the Village will consider the response that it determines, in its sole discretion, is most advantageous. Evaluation criteria include, but are not limited to:

- Technical Compliance and performance

- Cost effectiveness
- Vendor experience and references
- Project Timeline

6. Reservations

The Village reserves the right to reject any or all proposals, or any part of a proposal and to select the proposal deemed to be in the best interest of the Village.

7. Additional Information

For additional information and to obtain copies of this request for proposal (RFQ), please contact the office of the Village Clerk, 39 Main Street Suite 9, Saranac Lake, New York, 12983. This information will also be posted on the Village of Saranac Lake's website at www.saranaclakeny.gov.

8. Submission Instructions

Responses shall include the following components in sequential order:

1. An introductory Letter of Interest.
2. A discussion of the firm's approach to the project.
3. Resumes of key members of the firm that would be involved with the project.
4. Response to Evaluation Criteria.
5. Examples of relevant project experience.
6. References from past similar projects.
7. Separate price proposal itemized by phase and task.
8. Proposed timeline for project.

Responses shall meet all submission requirements as described below:

- Responses shall be submitted in portable document format (.pdf);
- Responses shall be able to be reproduced or printed on portrait-oriented 8 ½ x 11-inch standard paper;
- Responses shall be received by **July 31, 2026**

Selection Procedure:

From the list of qualified firms, the Village will select the firm that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. 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. 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 RFQ.

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.
- Applicant is expected to present final documents at scheduled Village Board meeting.
- Applicant is expected to coordinate work with ANCA and the Village of Saranac Lake Community Development Department.
- See attached CE7: Climate Adaptation Plan and PE7 Action: Climate Vulnerability Assessment