



## REQUEST FOR QUALIFICATIONS

### Dorsey Street and Lake Colby Parking Lots Stormwater Upgrades and Lake Colby Beach Site Civil and Engineering Work

DATE ISSUED: June 18, 2026

VILLAGE OF SARANAC LAKE  
39 MAIN ST, SUITE 9  
SARANAC LAKE, NY 12983

518-891-4150

## **Request for Qualifications**

### **Dorsey Street and Lake Colby Parking Lots Stormwater Upgrades and Lake Colby Beach Site Civil and Engineering Work**

Responses are due by July 24, 2026, by 2:00PM and must be sent to:

Laura Ferranti Village Clerk  
Dorsey Street and Lake Colby Parking Lots Stormwater Upgrades and Lake Colby  
Beach Site Civil and Engineering Work

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 the Dorsey Street and Lake Colby Parking Lots Stormwater Upgrades and Lake Colby Beach Site Civil and Engineering Work.

#### **2. Purpose**

The Village of Saranac Lake, a municipal corporation in the State of New York, is soliciting proposals from qualified and competitive consultants for the Dorsey Street and Lake Colby Parking Lots Stormwater Upgrades and Lake Colby Beach Site Civil and Engineering Work. The Dorsey St Parking Lot and Lake Colby Parking lot are vital for the economic viability of the area, but both contribute pollution to the Saranac River and Lake Colby respectively through untreated and unattenuated stormwater flows. Restoring both parking lots with a combination of stormwater detention, infiltration, porous pavement and other similar traditional and green practices will reduce stormwater while simultaneously adding to the beautification of two areas in the Village that see high visitor and local use. These projects are in keeping with the Village's LWRP and DRI.

The Village Beach is a free recreational amenity for residents and visitors. It is located within walking and biking distance of the village center and has available on-site parking.

The existing comfort station building includes restrooms, lifeguard area, and a small storage area. The building is connected to municipal sanitary sewer and water services and has electrical service.

The Village is seeking a proposal to address the following site design items:

- Design of fencing to separating the play area and parking lot from the swimming area as required by the New York State Department of Health (NYSDOH).
- Planning for removal of existing comfort station and design of and preparation of the site for construction of a future new comfort station.
- Construction of ADA compliant paths throughout the site.
- Comfort station and pavilion building programming study.
- Development of stormwater improvements to divert water away from the beach and proposed future structures.

### 3. General Scope of Services

The selected vendor will be responsible for a 2-phased project:

All final document submissions and approvals for both phases are due by February 1, 2027.

#### **Phase 1 (WQIP Grant funded, not to exceed \$70K):**

Report to be submitted to DEC for review and approval. Incorporation of any requested changes/comments by DEC as the responsibility of the consultant.

The project involves the development of stormwater infrastructure at two locations with the goal of reducing runoff and providing treatment to enhance the water quality of the Saranac River & Lake Colby from Dorsey Street & Lake Colby Beach parking lots. The Dorsey Street parking lot is at a point where significant stormwater flows directly into the Saranac River with no detention and treatment from the parking lot itself, nearby roofs, streets, and adjacent parking lots. The result is high stormwater flows laden with debris, trash, oil, etc.

The Lake Colby parking lot receives significant runoff that degrades the beach and water quality of Lake Colby. The runoff not only damages the beach, making it unusable for beach goers but degrades the water quality by washing beach sand into the Lake, which must be replenished.

The outcome of the report will be planning documents that will outline the proposed upgrades to the stormwater infrastructure for both parking lots. The report will provide schematic plans and cost estimates for the proposed work. This report will be used to apply for implementation money from various sources to complete the project.

#### **Phase 2 (Smart Growth Grant funded, not to exceed \$123K): 100% Site and Civil Engineering Drawings**

Design of Phase 2 engineered drawings must incorporate the report recommendations of Phase 1.

Task 01: Field Investigations

## A. Wetland Delineation and Shoreline Site Screening

1. Review available mapping, including the USGS topographic map, aerial photography, the County Soil Survey, National Wetland Inventory (NWI) maps, and New York State Department of Environmental Conservation (NYSDEC) Freshwater Wetland maps in advance of performing the field work.
2. Regulated wetlands will be field delineated in accordance with the procedures outlined in the 1987 Corps of Engineers Wetland Delineation Manual and the Northcentral and Northeast Regional Supplement. CONSULTANT will field locate wetland boundaries with numbered flags (tap, pin flags) and will document their location via GPS. CONSULTANT will also flag and GPS the Ordinary High Water (OHW) mark of the lake to document the shoreline. A figure that shows the mapped NYSDEC and NWI wetland locations, delineated wetland boundary locations, sampling points, photograph locations, and soil types will be provided.
3. CONSULTANT will prepare a Jurisdictional Determination package for the Adirondack Park Agency (APA), New York State Department of Environmental Conservation (NYSDEC) and US Army Corps of Engineers (USACE) confirmation of potential jurisdictional resources. Associated forms and mapping needed for confirmation will be provided. This task includes one site visit with NYSDEC and USACE and minor revisions to documentation of wetland boundary limits.

## B. Survey and Mapping

CONSULTANT will complete survey and mapping within the project limits as depicted in Figure 1. The tasks to be completed include:

1. Collect topographic data through conventional surveys over the entirety of the area consisting of approximately 2.25 acres. Sufficient data will be collected to generate 1-foot contours.
2. Establish two (2) horizontal control points and two (2) benchmarks to serve as project control.
3. Locate the physical features within the project area including, but not limited to buildings, curbing, sidewalks, utility poles, trees, culverts, manholes, streetlights, curb cuts, and catch basins. Sanitary and storm structures will depict the elevations of the rims along with inverts and the size and directions of pipes. Underground utilities will be shown on the map based upon record information provided by the facility, and data collected during the field survey. Mapping shall be prepared in accordance with ASCE Quality Level C (QLC) Standards.
4. Locate wetland boundary flags.
5. Prepare mapping in AutoCAD Civil 3D 2022 format with 1-foot contours at a scale of 1" = 20' utilizing the data collected in the field and correlating utility records.

## Wetland and Shoreline Permitting

1. A Jurisdictional Inquiry Form (JIF) will be prepared and submitted to the APA with the delineation report from Task 01 to determine if the APA will take jurisdiction over the project. A site visit will be requested with the APA as part of this submittal.
2. A site visit will be scheduled with APA to review jurisdiction and project permitting. During this field meeting, pre-application discussions will occur based on Schematic Design Plans prepared under Task 02 in advance of the meeting. Meeting notes will be prepared and provided including any changes made to the original delineation to produce final mapping of the delineation. Any additional permits from other regulatory agencies will be discussed during this meeting, including NYSDEC and USACE.
3. If APA determines a permit will be required for the project, a permit application will be prepared and submitted to the APA for project approval. Any additional permitting identified during the project site visit in relation to work in waters will be applied for as needed.

## D. Final Construction Documents and Specification

1. Following receipt of the comments on the Design Development Phase submission, CONSULTANT will make the necessary revisions to produce the Final Construction Document Submission. The submission will include plans and project manual stamped by a Professional Engineer Licensed in the State of New York.
2. Final permitting documents and specifications will be provided to the Village for issuance to regulatory agencies.

## Task 03: Stormwater Pollution Prevention Plan (SWPPP)

The proposed project is expected to disturb more than one-acre of soil, which requires the preparation of a full Stormwater Pollution Prevention Plan (SWPPP) that includes post-construction stormwater management practices, and water quality and quantity controls pursuant to the New York State Department of Environmental Conservation's (NYSDEC) State Pollutant Discharge Elimination System (SPDES) General Permit GP-0-25-001. CONSULTANT will prepare a stormwater pollution prevention plan (SWPPP) for the proposed construction phase site disturbances, including all necessary post-construction stormwater management practices, and water quality and quantity controls. The report will be developed following the GP-0-25-001 and NYSDEC Stormwater Management Design Manual (July 2024).

## ASSUMPTIONS

The following assumptions were made in the development of this proposal:

1. The Village will:
  1. Coordinate and arrange for necessary access provisions to allow CONSULTANT field staff and subconsultants access to the site.

2. Provide CONSULTANT's field crews with unfettered access to the site to complete field work during normal business hours (7:30 AM-5:00 PM Monday-Friday) not to exceed 40 hours in a week.
3. Submit the prepared permit applications to the respective regulatory agencies. Provide record documentation, if available, which includes but is not limited to soil borings, design plans, utility mapping, emergency repair design documents, and inspection reports.
4. Be fully responsible for completing all procedural steps and forms associated with the State Environmental Quality Review Act.
5. Field work will be subject to NYS prevailing wage and supplemental benefits.
6. Field survey services will be completed prior to an accumulation of ice and snow or following complete spring melt. No survey services will occur with snow on the ground.

#### 4. Minimal Technical Requirement

- Applicant must be a licensed NYS Engineer.
- Consultant to provide quarterly reimbursement reports for submission.
- Village intends to use the documents for future grants. Future work to be subject to a separate RFQ.

#### 5. 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.
- Itemized price proposal by phase and task. Not to exceed award grant funds.
- Contractor to provide recommended cost savings or value-added services due to overlap of phase 1 and phase 2 scope.
- Final scope of services to be negotiated with selected consultant.

All work shall comply with WQIP and Smart Growth MWBE, WBE, SDVOB requirements.

If consultant does not think that all tasks can be completed within the grant funding amounts, consultant to identify those tasks in the price proposal and suggest cost savings initiatives.

## 5. 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

| <b>Component</b>                                | <b>RFQ Score</b>  |
|-------------------------------------------------|-------------------|
| Responsiveness to the RFQ                       | 5 points          |
| Previous experience in similar projects         | 20 points         |
| Understanding of project scope and requirements | 25 points         |
| Ability to meet the schedule/budget             | 10 points         |
| Expertise of key personnel                      | 20 points         |
| Response from references/past projects          | 20 points         |
| <b>Total</b>                                    | <b>100 points</b> |

## 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](http://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 24, 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 participate in 2 onsite programming meetings to incorporate plans for Lake Colby Area.
- Applicant is expected to participate in 2 onsite programming meetings for Doresy street parking lot programming.
- Applicant is expected to present final documents for both phases at scheduled Village Board meeting.
- Consultant expected to coordinate with Community Development and playground specialist for incorporation of future playground/fitness area.
- Minority and Women Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) Requirements
  - Bidders subject to executing a future NYS Master Contract for Grants (MCG) agree, in addition to any other nondiscrimination provision of the MCG and at no additional cost to the Department, to fully comply and cooperate with the Department in the implementation of New York State Executive Law Article 15-A. These requirements include Equal Employment Opportunities (EEO) for minority group members and women and contracting opportunities for certified Minority and Women Owned Business Enterprises (MWBEs). Contractor's demonstration of Good Faith Efforts (GFEs) pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the "Human Rights Law") or other applicable federal, state or local laws.
- For infrastructure projects, the contractor shall install signage on-site that acknowledges funding from the Department of Environmental Conservation. The grantee must agree to give the NYS Department of Environmental Conservation appropriate credit for its financial support and shall note the following in all printed documents, video/online materials, and/or advertisements resulting from this work: "This Project has been funded in part by a grant from the New York State Department of Environmental Conservation, Adirondack Park Community Smart Growth Program through appropriations from the New York State Environmental Protection Fund (EPF)."
- This Project has been funded in part by a grant from the New York State Department of Environmental Conservation, (*Adirondack or Catskill*) Park Community Smart Growth Program through appropriations from the New York State Environmental Protection Fund (EPF)."