

VILLAGE OF LAKEWOOD
20 W. Summit Street
Lakewood, NY 14750

REQUEST FOR PROPOSALS

Fire/EMS Facilities Plan and Feasibility Study, Architectural & Engineering Design
Services

INSTRUCTIONS TO BIDDERS

Due: FRIDAY, February 2, 2024, no later than 3:00 PM

VIA: email to: troutman@lakewoodny.com

TO: Clerk/Treasurer of the Village of Lakewood: Troutman@lakewoodny.com

Project Description: The Board of Trustees of the Village of Lakewood is seeking a qualified professional consultant to conduct a review and evaluation of current Fire/EMS facility, make a building conditions assessment, and assess potential options for expanding the current space, including updates to existing systems and any other features in compliance with NYS and Federal recommendations, mandates and law, and provide initial design and architectural services. The consultant must be qualified and experienced in Fire/EMS operations requirements and facilities planning and design, and to prepare and present a Feasibility Study and Plan to the Board of Trustees.

Submission: All proposals must be made by electronic submission to the Clerk/Treasurer of the Village of Lakewood via email to: troutman@lakewoodny.com All proposals must be received by 3:00 PM Local Time on Friday, February 2, 2024. No proposal received after 3PM will be accepted.

Review Process: Proposals will be reviewed and evaluated by the village Project Task Force who will make a recommendation to the Board of Trustees. The Board of the Village of Lakewood will determine the applicant deemed, in its sole discretion, to be best experienced and qualified in Fire/EMS facilities planning, and award in compliance with all applicable village policy and NYS and Federal law. The Village of Lakewood reserves the right to accept or reject any or all proposals.

Schedule: Once awarded the consultant shall immediately commence work on the proposal. A proposed timeline outlining each phase of the work proposed, the estimated date that each phase may be expected to be completed, and an estimate of substantial completion is desired.

Proposals to Include: The firm's location and qualifications, the name of the designated Project Manager, a summary of similar project experience and references, a projected timeline to completion of the Feasibility Study and Plan, and a clear understanding of the goals of the project.

Scope of Services: work includes, but is not limited to an initial site visit, interviews with the department head and Project Task Force, an existing building assessment, a needs assessment noting both efficiencies and deficiencies of the current facility, site options and considerations for a potential addition to the existing facility, and any other optional service or other consideration that the consultant considers in the best interest of the project in this stage of development. If your firm provides grant research and writing services it should be noted in the proposal. A site visit is strongly recommended.

Completion and Presentation: The work shall be substantially completed by as proposed. Upon completion, the consultant will make a public presentation to the Board.

Minority and Women Owned Businesses: the Village of Lakewood encourages any NYS registered Minority and/or Women Owned Businesses (MWBE) qualified in Fire/EMS Facilities Planning, Architectural & Engineering Design Services to apply.

Insurance: Applicants are required to provide proof of Liability Insurance in a minimum amount of five (5) million dollars, and must include the Village of Lakewood as an additional insured for the term of the agreement.

Indemnification: The succeeding applicant shall indemnify and hold the Village of Lakewood, its officers and employees harmless from and against liabilities, damages, losses and judgments, including reasonable attorneys' fees and expenses recoverable under applicable law, to the fullest extent of the law.

Deliverables: Applicants are required to make one electronic submission only, as described above.

Additional Information: any additional inquiries, technical questions or clarifications, or to arrange for a site visit may be obtained by contacting the Village Clerk/Treasurer at troutman@lakewoodny.com, subject line Fire/EMS Facilities Plan and Feasibility Study, or by phone at 716-763-8557 option 3.

Under no circumstances will any late bid proposal be accepted.

The Village of Lakewood reserves the right to reject any or all proposals without explanation.