

# REQUEST FOR PROPOSAL

**NO. 2024-116**

**WEST LEYDEN ELEMENTARY SCHOOL REUSE STUDY**

Date: November 8, 2024

To Whom It May Concern:

Lewis County is currently seeking a proposal for professional services to conduct a market analysis and reuse plan for the West Leyden Elementary facility.

All proposals to be mailed to:

Cassandra Moser, Clerk of the Board  
County Courthouse, 2<sup>nd</sup> Floor Room 225  
7660 North State Street  
Lowville, New York 13367

or delivered in person between the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday.

All proposals must be received on or before **2:00 p.m. on December 13<sup>th</sup>, 2024**. Late proposals will not be considered.

Lewis County reserves the right to forego any formalities and reject any or all proposals. Lewis County is an Equal Opportunity Employer.

This RFP can be found on and downloaded from the Lewis County Website:

[www.lewiscountyny.gov](http://www.lewiscountyny.gov)

Sincerely,



Brian Hanno  
Lewis County Purchasing Director  
7660 North State Street  
Lowville, NY 13367

# Introduction

## 1.1 Purpose/Objective

Lewis County, in collaboration with Adirondack Central School District, is seeking a firm to complete the West Leyden Elementary School Reuse Study and Market Analysis.

West Leyden Elementary School is situated in the Hamlet of West Leyden, within the Town of Lewis. This small community consists of approximately 217 households, with a total population around 548 and a median household income of \$48,539.

Adirondack Central School District is closing its West Leyden education facility, located at 1157 Fish Creek Road, at the conclusion of the 2025 school year. The facility, originally built in 1929 with additions in 1935, 1959, and 1999, is a total of 44,564 square feet and the grounds include a playground (installed in 1985), athletic fields, a 5,000 gallon above ground site fuel oil tank (installed in 2021), site septic and well, and site gas (liquid petroleum). The facility has been fit with an aluminum window system (1982), elevator (1999), boiler/hot water heating system (1999), roof top and classroom unit ventilators (1999), hot water heater (2021), and an EPDM membrane roof (2004). The closure of West Leyden Elementary School will create a large void in the Hamlet of West Leyden that risks disinvestment in public infrastructure and local businesses.

The County invites interested Bidders to submit written proposals for this reuse study. Firms with extensive experience in reuse studies are encouraged to respond.

The County intends to open the bid responses to this RFP on December 13, 2024, at 2:00 p.m., and to select a qualified firm, if any, by January 7, 2025.

## 1.2 Inquiries

Any questions related to this RFP should be directed to Brian Hanno, Purchasing Director, by email at [brianhanno@lewiscounty.ny.gov](mailto:brianhanno@lewiscounty.ny.gov)

## 1.3 Taxes

No charge will be allowed for federal, state, sales, and excise taxes from which the County is exempt. Exemption Certificates will be provided upon request.

# General Description or Required Performance Outcomes:

## 2.1 Scope of Work

Lewis County is requesting quotes from qualified professional consultants to conduct a reuse study for West Leyden Elementary School. The study will comprise a market analysis and reuse plan. These deliverables are defined as follows:

- A. Market Analysis:** The market analysis will consist of an inventory of all potential uses (retail, industrial, residential, and community services) of the building and property. Desired analyses include location quotients, shift-share analysis, and “leakage/surplus” analysis to determine the economic feasibility of these uses. The consultant will also connect their findings to those identified by the community through surveys and public meetings.

**B. Reuse Plan:** The reuse plan will provide outline strategies and options for achieving feasible reuses identified in the market analysis. This will also include a marketing plan and an overview of how to make the project a reality in the long term.

**C. Community Participation:** Lewis County and its partners are committed to making this project accessible to the public. This involves opportunities for public engagement and being transparent with reuse study results and decisions. The contract recipient shall agree to present the information on the market analysis at a final public meeting and to the Adirondack Central School Board.

*Deliverables:* Five (5) hard copies, one (1) digital final copy, and one (1) editable version of all preliminary documents and final drafts of reports. All work submitted shall become the exclusive property of Lewis County and Adirondack Central School District. Contract recipients will submit bi-weekly updates and participate in monthly check-in calls with Lewis County representatives and other key project team members for the duration of the project.

## ANTICIPATED PROJECT SCHEDULE:

3.1 Applicants should outline their ability to complete the reuse study according to the following timeline in their application.

Activity	Timeframe
RFP Posted	November 8, 2024
RFP Submission Deadline	December 13, 2024
Contract Awarded	January 7, 2025
Community Outreach	January – March 2025
Community Presentations	April 2025
Final Reuse Study & Market Analysis Complete	May 2025

## PROPOSAL FORMAT

5. To be submitted on your own forms if needed, but must include the signature page, non-collusion form, anti-sexual harassment form, corporate attestation form, and Iran Divestment Act set forth at the end of this RFP.

## BASIS OF AWARD:

6.1 All proposals will be evaluated to determine if they meet the requirements of the Request for Proposal. The County may, as it deems necessary, conduct discussions with the contractor(s) it deems reasonably suspected of being selected for award, for the purpose of clarification and responsiveness to requirements. The County has assigned varying weight to criteria and reserves its right to make an award based upon said criteria, including “best value”, if applicable.

Scoring Criteria:

- Relevant Experience of Firm (30%)
- Relevant Experience of Project Team (30%)
- Public Engagement Process (15%)
- Proposal Fees (25%)

6.2 Information gathered by the County from the RFP, during any interviews, and any other information and factors deemed relevant by the County may be considered in a final award. Some additional information and criteria the County may consider include, but is not limited to, the bidder’s commitment to Lewis County, the reputation of the contractor, commitment to quality of services, and responsiveness.

6.3 The County reserves the right to accept or reject any and all Proposals.

6.4 The Award may be made to the most responsible bidder whose proposal is determined to be in the best interest of Lewis County and deemed to best serve the County’s needs and requirements, based on the evaluation of all relevant criteria and information provided including an interview with Contractor and the Award Committee.

6.5 A successful bidder is encouraged by the County to use in-county and/or local vendors, supply entities and labor force, if possible, in providing the services under the contract awarded for this project, but is not required to do so, nor is same a criteria in the award determination.

6.6 The Award Committee will consist of the Finance and Rules Legislative Committee, County Manager, Planning & Community Development Director, and the County Attorney. The County reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the County. Price will not necessarily be the determining factor in the award of the contract. The Award Committee will make its recommendation to the full Board of Legislators for their approval at the December 19, 2024 Board of Legislator Meeting. Contract award will be made by resolution of the Board of Legislators at their regularly scheduled January 7, 2025 Board of Legislators meeting.

6.7 Bidders will be notified in writing of the successful award after formal acceptance by the Lewis County Legislature.

## CONTRACT PERIOD:

7.1 The intent of the county is to award this contract on January 7<sup>th</sup>, 2025, and to have all work completed by May 2025.

## GENERAL INFORMATION:

### 8.1 Your proposal must include the following to be considered:

1. Name, Address, Contact Person.
2. Telephone Number/Fax Number/E-mail Address.
3. Detailed description of the proposed services to be provided based on vendor's recommendation to accomplish the scope of work detailed above for this project.
4. Essential information about the company providing the service including the correct and full legal name of the business, tax identification number, and a listing of all personnel involved in the proposal.
5. Credentials or resumes of the key staff expected to be assigned to provide the scope of work, including but not limited to primary areas of responsibility and experience performing that work.
6. Proposed compensation plan or fee structure.

### 8.2 PROPOSAL REQUIREMENTS:

- a) Provider must submit their written proposal on their own forms.
- b) One original and two (2) copies of the proposal must be provided, in addition an electronic copy on a Flash Drive
- c) Read all documents contained in the proposal package.
- d) Proposals must be submitted to:  
Cassandra Moser, Clerk of the Board  
Lewis County Courthouse  
7660 North State Street  
Lowville, New York 13367

To be considered, the proposal must be received no later than 2:00 PM on **December 13, 2024**. No proposals will be accepted after the designated time. Bid packages will be opened on said date and time in the Courthouse Building, Second Floor Chambers, 7660 North State Street, Lowville, NY 13367.

Providers shall indicate on the outside of their sealed proposal the following information:

- Title of Proposal and Proposal Number if any
- Date and Time of Proposal Opening
- Company Name / Bidders Name

Failure to do so may result in the rejection of the proposal as being unresponsive.

### 8.3 LATE PROPOSALS:

Proposals received in the Clerk of the Board's Office after the date and time prescribed shall not be considered for contract award and shall be returned, unopened, to the Contractor.

**NOTE:** Any delay due to traffic, weather, mail or express delivery is not an exception to the deadline for receipt of proposals. Please plan accordingly.

#### **8.4 PROPOSAL CONTENT:**

All information required by these specifications must accompany the proposal or provider may be disqualified.

#### **8.5 ADDENDA:**

Addenda are written instruments issued by the County prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction. Addenda will be e-mailed to all who are known by the County to have received a complete set of specification documents. Addenda will also be posted on the Lewis County website, [www.lewiscountyny.gov](http://www.lewiscountyny.gov). Copies of addenda will also be made available for inspection at Purchasing Director's Office located in the County Courthouse Building. No addendum will be issued later than forty-eight (48) hours prior to the date and time for the receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.

#### **8.6 PROPOSAL RECEIPT BY A THIRD PARTY:**

Any Contractor submitting a proposal based on incomplete or inaccurate information resulting from documentation received from any third party shall not have cause for relief from award or completion of a contract in accordance with the official documents on file with the County of Lewis. It is STRONGLY suggested that all Contractors interested in participating in this proposal, contact the Lewis County Purchasing Department directly to assure they have received the most accurate and up to date material concerning this contract. The County does not offer or supply anyone the list of people that have obtained a copy of these RFP specifications for the project prior to the opening of the RFP. NO EXCEPTIONS ARE MADE TO THIS POLICY.

#### **8.7 FREEDOM OF INFORMATION LAW (FOIL)**

All material submitted in response to this Bid becomes the property of the County, with same being considered public records after the award of the contract, subject to confidentiality and exemptions set forth in the Public Officers Law. Proposals will not be shared with any competing offerors during the selection phase of this procurement, however, after award of the contract to the successful offeror, proposals and/or lawful parts of proposals received in response to this RFP may be subject to disclosure under the Freedom of Information Act. Information in proposals that is clearly identified as proprietary will not be disclosed at any time. Blanket statements that all contents of the proposal are confidential and proprietary will not be honored by the County. The New York State Freedom of Information Law (FOIL), as set forth in Article 6 of the Public Officers Law mandates public access to certain government records. Generally, proposals submitted in response to this Bid may constitute government records subject to FOIL.

Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets if publicly disclosed. To protect this information from disclosure under FOIL, Proposers should specifically identify the pages of the proposal that contain such information by properly marking the top of the applicable pages with " with the notation: "CONFIDENTIAL" and inserting the following statement in the front of its proposal: "The information or data on pages \_\_\_\_\_ of this proposal, identified on the top thereof as "CONFIDENTIAL", contain financial, technical, or other information which constitute government records subject to FOIL." Bidder should explain, among other things, certain technical, financial, or other data and information that constitute trade

secrets, if publicly disclosed, that could cause substantial injury to the commercial enterprise's competitive position, and request that the County use such information only for the evaluation of this proposal.

Bidder must understand that the County is required to comply with the provisions of the New York State Freedom of Information Law (FOIL), and that public disclosure of the information contained in this proposal whether or not marked as "CONFIDENTIAL" may be required. Bidder shall make no claim for any damages as a result of any such disclosure by the County pursuant to FOIL. In the event the County receives a FOIL request for disclosure of information marked as "CONFIDENTIAL", the Proposer/Bidder shall be notified of the request and may expeditiously submit a detailed statement and explanation indicating the reasons it has for believing that the information requested is exempt from disclosure under the law. This detailed statement and explanation shall be used by the County in making its determination as to whether disclosure is required under the law.

## **9. CONFLICTING TERMS:**

9.1 The requirements provided in the "specification" portion of these documents shall govern in any conflict with any other language provided in the general "Terms and Conditions" or any other boilerplate type information. Any conflict between the specification language and any boilerplate language will be resolved in favor of the specification language.

## **10. EXECUTORY CLAUSE:**

10.1 Any contract offered in response to this RFP shall contain the following clause: "This Contract shall be deemed executory only to the extent of funds appropriated by the Lewis County Board of Legislators and available for the purposes of this Agreement; and no liability on account thereof shall be incurred by Lewis County beyond the amount of such funds."

## **11. NO JOINT BIDS:**

11.1 Joint Bids will not be accepted. For purposes of the specifications, the term joint Bid shall include, but is not limited to, any Bid submitted jointly by two or more Contractors in the name of partnership, joint venture or other legal entity formed for the purpose of submitting such a Bid or to be formed for the purpose of entering into a contract pursuant to such Bid/RFP.

## **12. PAYMENTS UNDER CONTRACT AWARD:**

12.1 Payment for services shall be following receipt of vendor claims and invoices in accordance with Lewis County accounting/payment practices. Any claim against the contractor may be deducted by the County from any money due him in the same or other transactions. In any case where a question of non-performance of a contract arises, payment may be withheld in whole or in part at the discretion of the County as compensation for any loss, damage, or cost incurred by the County as a result of said non-performance.

## **13. CONFLICTS OF INTEREST:**

13.1 In executing and submitting this Bid, the bidder represents and warrants that no person who is an elected official, officer, or employee of Lewis County, nor any person whose salary is payable, in whole or in part, by the County, or any corporation, partnership or association in which such official, officer or employee is directly interested, shall have a direct financial interest, in the contract to be awarded hereunder or in the proceeds thereof, unless such person completes and submits a Disclosure Form, on a form acceptable to the County,

disclosing their interest or seeks a formal opinion from the Lewis County Ethics Board as to whether or not a conflict of interest exists. For a breach or violation of such representations or warranties, the County shall have the right to annul this Agreement without liability entitling the County to recover all monies paid hereunder and Contractor shall not make claim for, or be entitled to recover, any sum or sums otherwise due under any contract awarded hereunder.

#### **14. IRANIAN ENERGY SECTOR DIVESTMENT:**

14.1 Contractor hereby represents that said Contractor is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Contractor has not: a. Provided goods and services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquified natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquified natural gas for the energy sector of Iran; or b. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran. Any Contractor who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible Bidder pursuant to Section 103 of the New York State General Municipal Law. Except as otherwise specifically provided herein, every Contractor submitting a bid in response to this Request for Bids must certify and affirm that it is not on the list created pursuant to NYS Finance Law Section 165-1 (3)(b), as set forth on one of the required forms located at the end of this RFP.

**YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL**

**SIGNATURE PAGE**

REQUEST FOR PROPOSAL

No. 2024-116

West Leyden School Reuse Study

TO: Clerk of the Board, County of Lewis

THE UNDERSIGNED PROPOSES TO PROVIDE THE GOODS AND SERVICES required as set forth in the referenced Request for Proposal. If successful, the Bidder hereby agrees to furnish the goods and services in accordance with all terms, conditions and specifications contained within referenced Request for Proposal, at prices submitted in referenced specifications. I certify that I am authorized to sign this proposal, myself or on behalf of the company or firm I represent, and to enter into a binding contract with Lewis County. This signed proposal will become part of a binding contract after award by the Lewis County Legislature to the successful bidder.

NOTE: By signing and submitting the proposal form for consideration by the Lewis County Legislature, the Contractor acknowledges they have read, understood, and agree to all aspects of the specifications as presented without reservation or alteration.

\_\_\_\_\_  
Legal name of person/firm/corporation

\_\_\_\_\_  
Authorized Signature/ Position

\_\_\_\_\_  
Address

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
E-mail address

**YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL**

**NON-COLLUSION FORM**

REQUEST FOR PROPOSAL

No. 2024-116

West Leyden School Reuse Study

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, as to its own organization, under penalty or perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit, a bid for the purpose of restricting competition.
4. No person, broker or selling agent has been employed or retained by the bidder to solicit or secure this award upon an agreement or upon an understanding for a commission, percentage, a brokerage fee, contingent fee or any other compensation. The bidder further represents and warrants that no payment, gift or thing of value has been made, given or promised to obtain this or any other agreement between the parties.

In compliance with this invitation for bids, and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within forty-five (45) days from the date of opening, to furnish any and all of the items upon which prices are submitted.

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Legal name of firm/corporation	Authorized Signature
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Address	Typed Name
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City/State/Zip	Title
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Date	Telephone No.	Fax No.
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**YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL**

**AFFIRMATION STATEMENT ON SEXUAL HARASSMENT**

REQUEST FOR PROPOSAL

No. 2024-116

West Leyden School Reuse Study

In compliance with State Finance Law § 139-l, the undersigned bidder hereby certifies and affirms under penalty of perjury:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

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Legal name of firm/corporation	Authorized Signature	
Address	Typed Name	
City/State/Zip	Title	
Date	Telephone No.	Fax No.

Note: Pursuant to State Finance Law §139-l 3, if the Bidder cannot make the foregoing certification and, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons, therefore.

**YOU MUST RETURN THIS SHEET WITH YOUR BID**

## **CORPORATE APPLICANT/ENTITY ATTESTATION OF GOOD STANDING**

REQUEST FOR PROPOSAL

No. 2024-116

West Leyden School Reuse Study

As a duly authorized official of the Applicant Entity identified below, I certify and attest that the following conditions are true and accurate:

The applicant is not currently the subject of an enforcement action related to an investigation by a State or Federal agency.

The applicant corporate entity is in good standing and is in compliance with required corporate filings.

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Legal name of firm/corporation

Authorized Signature

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Address

Typed Name

---

City/State/Zip

Title

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Date

Telephone No.

Fax No.

**YOU MUST RETURN THIS SHEET WITH YOUR BID**

## **CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

REQUEST FOR PROPOSAL

No. 2024-116

West Leyden School Reuse Study

As a result of the Iran Divestment Act of 2012 the Office of General Service must develop a list of persons who are engaged in certain investment activities in Iran. Contracts cannot be awarded to persons or entities on that list, with some exceptions. All bidders are required to execute the following statement:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Paragraph (b) of Subdivision 3 of Section 165a of the State Finance Law.

\_\_\_\_\_  
Corporate or Company Name

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

NOTE: If the bidder cannot make the above certification, it shall so state and furnish with the bid a signed statement which sets forth in detail the reason for that.

# RECEIPT OF ADDENDUM ACKNOWLEDGMENT

REQUEST FOR PROPOSAL

No. 2024-116

West Leyden School Reuse Study

ADDENDUM ACKNOWLEDGEMENT

ADDENDUM NO. \_\_\_\_\_

Please acknowledge the receipt of the above ADDENDUM issued by the County of Lewis, by signature and recording the date of receipt below.

Bidder: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*NOTE:** This form must be included in your bid documents if any Addendum is issued

## NON-BIDDER'S RESPONSE

For the purpose of maintaining accurate Bidder's lists and facilitating your firm's response to our invitation for bid, the County of Lewis is interested in ascertaining reasons for prospective Bidder's failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the Lewis County Purchasing Director, 7660 North State Street, Lowville, New York 13367. This form may be returned by mail or fax. Faxes may be sent to 315-376-4917. Failure to submit either a bid proposal or return this form will result in removal of your firm's name from our Bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s)

Items or materials requested not manufactured by us or not available to our company.

Our items or materials do not meet specifications.

Specifications not clearly understood or applicable (too vague, too rigid, etc.)

Quantities too small.

Insufficient time allowed for preparation of bid.

Incorrect address used. Correct mailing address is:

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Our branch/division handles this type of bid.

Correct name and mailing address is:

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We are unable to bid but would like to continue to receive invitations for bids.

We are unable to bid and wish to be removed from the Bidder's list.

Name Of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

BY: \_\_\_\_\_

Signature of Representative

DATE: \_\_\_\_\_

Document Number: \_\_\_\_\_

Document Name: \_\_\_\_\_