



CarogaArts

COLLECTIVE

REQUEST FOR EXPRESSIONS OF INTEREST (RFEI)

Caroga Arts Collective, Inc.
Myhill Carriage House
Route 10 Caroga Lake, New York
NO. CAC-01-2023

Issue Date: March 3, 2023

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REQUEST FOR EXPRESSIONS OF INTEREST (RFEI)

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Route 10, Caroga Lake, New York

PROJECT DESCRIPTION

A. Executive Summary

1. The Caroga Arts Collective (“CAC”) is releasing this Request For Expressions of Interest (“RFEI”) No. CAC-01-2023 as it seeks to receive proposals (each, a “Proposal” and collectively, “Proposals”) from highly qualified affordable licensed Contractors. The purpose of the RFEI is to identify Respondents who have a creative vision, demonstrated experience, and the organizational and financial capacity to construct the new Myhill Carriage House located on Route 10, Caroga Lake, New York.
2. The strategic goal for this construction project is for the creation of an artist-friendly Net Energy Zero multi-purpose building which includes residential living quarters, performance/rehearsal spaces, administrative spaces, and teaching spaces.
3. Contractor shall have extensive experience in constructing such a multi-purpose building, including installation of all necessary site work. Respondents may be based in Fulton County or outside, but preferences will be given to the use of local firms, workers, suppliers, and businesses.
4. CAC will endeavor to follow the timetable set forth below; however, the activities and timetable represented below are a guideline only and are subject to change at CAC’s sole discretion and without prior notice.
5. The solicitation is currently tracking the following timeline of key dates:
 - Release of Request for Expressions of Interest: March 3rd, 2023
 - Clarifying Question Deadline: March 13th, 2023 by 4 PM EST
 - Submission Due Date: March 20th, 2023, by 4 PM EST
 - Announcement of Short-List following RFEI interviews/assessment: March 31st, 2023
 - Release of Request for Proposals to Short-Listed Development Teams: Spring 2023

B. Contact Information

1. QUESTIONS
Any questions regarding this RFEI should be submitted via e-mail facilities@carogaarts.org. Respondents shall not direct questions to any other person. Responses to Respondent questions will be aggregated and provided to all RFEI Respondents.
2. Electronic submission of RFEI must be emailed to: facilities@carogaarts.org

C. The Opportunity

1. CAC is looking for a licensed Contractor that is well-qualified in constructing a Net Energy Zero ready multi-purpose building, familiar with solar implementation, housing construction, and site work (including septic, well, roadway, and landscaping) construction to create a high-performance, passive-ready multi-purpose building of this complexity.
2. Thus, this RFEI is designed to give those who may be interested, an opportunity to submit their expression of interest to perform such a project.
3. Through this RFEI, CAC seeks to identify a short list of potential Respondents and will then invite short-listed Respondents to an interview based on the RFEI assessment. Followed by the interview process and further assessment, CAC will select Respondents to provide a request for proposals, and then a Respondent will be selected to construct a building/site that both advances the CAC's goals and supports the local community.
4. The Contractor shall also be responsible for coordinating the following activities in collaboration with CAC:
 - Interaction with the Adirondack Park Association
 - Interaction with the New York State DOT
 - Interaction with Town of Caroga Planning, Zoning Boards and Town Council
 - Interaction with Fulton County
 - Research and assistance to CAC for providing any necessary information and documentation to submit for available federal, state and/or local programs or grants for possible financial tax credits/funding/rebates for such construction
 - Engaging in a meaningful community outreach process to address community concerns.

Additional Terms and Conditions

Site Condition:

D. As-Is Condition

1. The Site shall be understood in "as-is" condition, without warranty by the CAC as to the physical condition of the land or any existing systems (e.g., septic, wells, driveways/roadways, landscaping).

E. Soil or Subsurface Conditions

1. No prior studies are available for Respondents' review, CAC makes no representations regarding the character or extent of soil or subsurface conditions or the conditions and existence of utilities that may be encountered during any work, development, or construction of the Site (refer to plan C-100 in Attachment A).

F. Predevelopment and Development Costs

1. Respondents should draw independent conclusions concerning conditions that may affect the methods or cost of construction.
 - The selected Respondent shall be responsible for all pre-construction costs not previously performed (including demolition of existing improvements and due diligence studies such as traffic, geotechnical, stormwater management, and other site preparations) and shall assist in the review of final design and provide pre-construction cost estimating for the project to CAC.
 - The selected Respondent shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time.

G. Response Requirements

CAC shall determine, in its sole discretion, whether each response received in reply to this RFEI is responsive and acceptable. The decision of CAC in this regard is final.

Submission Directions

Responses must be emailed to facilities@carogaarts.org in PDF format, and identified as “Construction of Myhill Carriage House Route 10 Caroga Lake, New York NO. CAC-01-2023 RFEI”. Responses that do not meet the following requirements will be deemed “Non-Responsive” and will not be considered for selection.

Qualified Respondents will be sent a copy of the RFP solicitation and added to the distribution list for future notices/amendments to this RFEI.

Minimum Qualifications

Respondents must have a minimum of 5 years experience as a licensed New York State Contractor (Fulton County, preferred) that is well-qualified in the construction of a Net Energy Zero ready multi-purpose building, familiar with solar implementation, housing construction, site work (including septic, well, roadway and landscaping) construction to create a high performance, passive ready multi-purpose building with the financial capacity to complete the project as designed and identified herein.

H. Evaluation Criteria and Submittal Format

Firms deemed to have provided the highest rated responses (based on scoring of items H.2.D-H by Owner Review Team) may be invited to make oral presentations of their submittal and allow for Q&A session or be requested to submit a written request for proposal.

Attainment of CAC Policy Goals

1. Respondents whose responses satisfy the following criteria may be eligible for higher scoring:
 - Maximize economic value to the CAC
 - Experience and/or sufficient knowledge of net energy zero ready home requirements and/or sustainable building techniques.
 - Improve the quality of life for the surrounding community
 - Advance opportunities for local residents and businesses
 - Among other factors, responses will be evaluated for completeness, innovative ideas, and strength of community and stakeholder outreach
 - Special consideration shall be given to Respondent providing discounted or pro-bono fees based upon CAC non-profit status

2. RFEI must include the following components in the order they are listed below:
 - A. Cover: The cover should contain the RFEI title, the Respondent's name, and the submission date.

 - B. Transmittal Letter: The transmittal letter should contain:
 - The name, title, and contact information of the individual with authority to bind the Respondent. This person should also sign the transmittal letter
 - The address and legal form of the Respondent. The business entity must be registered to conduct business, specifically construction, with the State of New York

 - C. Expression of Interest:
 - Concise summary of the expression of interest, identifying how the entity will meet CAC's program objective and the Respondent qualifications and experience
 - Detailed description of envisioned CAC's partnership outlining level of CAC support needed to successfully implement the proposal
 - Description of the capabilities of the entity including financial capacity and experience managing similar sized projects.

 - D. Qualifications and Experience (Maximum of 40 points)
 - Bios and resumes of key personnel to lead the construction detailing their track record of previous experience
 - Construction - list Net Zero Energy of Multi-purpose Building projects, including size and costs of projects
 - Experience working with Adirondack Park Association, Fulton County, Caroga Planning Board, Caroga Zoning Board, and Caroga Town Council with note that Respondent is in good standing with all parties listed above.

 - E. References (Maximum of 20 points)
 - Provide at least two references for completed projects of similar style and schematic within the Adirondack Park.

 - F. Project Schedule (Maximum of 30 points)
 - Respondents shall identify and describe their preferred timetable and milestones through project completion to have a successful project performed in **2023 with completion in late Spring 2024** without delays due to weather, material lead times,

worker availability, permitting, governmental approvals, etc., which will benefit CAC both in cost, quality construction and occupancy

- G. Community Outreach (Maximum of 5 points)
 - A description of the activities and strategies that demonstrate the Respondents efforts to work with the local community and stakeholders to ensure their meaningful involvement in the construction

- H. Identify any Issues/Challenges (Maximum of 5 points)
 - Identify any issues/challenges anticipated for the construction of said project.

H. General Conditions of RFEI

1. Confidentiality - All materials contained in this RFEI, or later distributed or referred to, including, and without limitation, the descriptions of CAC and its organization, systems, and procedures are the property of the CAC. The Respondent agrees that it will keep all such materials and information in strict confidence within its company on a need-to-know basis and will not provide duplicates of such materials or information or disclose such materials to any person outside its organization without the prior written consent of the CAC.

2. New Releases/Public Disclosure - News releases or public disclosures in any manner pertaining to this RFEI or related to this RFEI shall not be made by any Respondent firm or they will risk disqualification.

3. Cost of Preparing RFEI - All costs incurred by any participating firm in connection with reviewing or responding to the RFEI is the responsibility of the submitting Respondent.

4. Other - CAC will not be obligated to return any documents submitted and such responses become the property of the CAC.

Attachments

Attachment A – Architectural Plan, Site Plan and Select Renderings

Attachment A - provided by the following link:

<https://drive.google.com/drive/folders/1oN7mXfL7rHsT2mcg9yrbjismGN0KGZ?usp=sharing>