

Request for Proposal (RFP)
Village of Round Lake, New York

Title: Creation of a Master Plan for the use, maintenance and preservation of the Round Lake Auditorium.

The Village of Round Lake is seeking proposals for the creation and development of a master plan (the “Plan”) for the historic preservation of the Round Lake Auditorium and the Davis Ferris Tracker Organ housed within. The Plan will include consideration of the historic nature and character of the Village itself. The Plan will set forth comprehensive, measurable and incremental goals to provide for the preservation, restoration, maintenance, and usage of the Auditorium and the Organ and describe when each is appropriate.

To ensure the Plan encompasses all relevant topics and includes the best guidance possible. Applicant must have demonstrated extensive experience in historic preservation projects including but not limited to conditions assessment, historic structures reports, sympathetic adaptive re-use and new addition, and an overall understanding and application of the Secretary of the Interior’s Standards and Guidelines for the treatment of historic buildings. The Village recognizes that experts in specialty areas such as historic musical instruments and seasonally-used buildings, may be necessary for components of the Plan and the proposal should indicate the sources for this expertise. The selected consultant team will be expected to participate in public meetings and other outreach activities, generate implementation strategies for the goals identified in the Plan, and identify potential funding sources.

The submission package is described below. The contract(s) resulting from this RFP will be for a term anticipated to begin May 1, 2019 with a completion date on or before December 1, 2019.

Submission Documents labeled Submission Documents - RFP Master Plan - Do Not Open must be submitted in sealed envelopes, as detailed in the Submission Material section of the RFP, and be received in Round Lake no later than February 22, 2019 by 3:00P.M. Send to:

RFP Master Plan
PO Box 85
Round Lake, New York 12151

Introduction

The Davis Ferris Tracker Organ was built more than 170 years ago for a church in New York City and was moved to the Auditorium in Round Lake in the 1880s. The Auditorium originated as a tent for attendees and speakers at Methodist Camp Meeting and has been improved and expanded over the years. An annex was constructed in the existing building to house the Organ. The Organ was used for many years but fell into disrepair and near ruin in the middle of the 20th century. Through incremental and reparative work by unsupervised volunteers, the Organ was saved from utter destruction and has been returned to working condition. A decorative wooden

“case” also dating from the 1840s encloses the Organ. The Village of Round Lake owns the Organ and the Auditorium and performs structural repairs and maintenance as funds allowed.

The Auditorium is a very large space located at the center of the Village and is surrounded by residences. It is not winterized and is used only in warmer months. Mechanisms for operating clerestory windows for ventilation are in place but not functioning. There is a tiered stage and approximately 500 folding wood seats (about 400 usable). The Auditorium continues to be a performance space for theater productions and “camps”, concerts, a Haunted House, and community events of all kinds, including weddings and pot luck dinners. There are restrooms, (cold) running water and a small concession area. The electrical system is ad hoc, and must be reviewed. There are no parking facilities associated with the Auditorium.

The Organ was designated a National Historic Landmark in 2016, the Auditorium is a contributing resource and the Auditorium and the central part of the Village of Round Lake are on the Nation Register of Historic Places.

Preventing deterioration and retaining the historic integrity of both the Auditorium and the Organ is paramount. However, this must be done in a manner that allows the continued use of the Auditorium as a public asset, not a museum. The Auditorium is presently supported by the Village and revenue from events barely covers the expenses for the events, let alone expenses associated with the building itself. However, a dynamic performance space and preservation of the building is important to the residents. Conditions affecting the use, include but are not limited to lack of parking, not very comfortable seats, poor climate control and inadequate dressing rooms. In recent years, innovative programming has brought more and more people through the door and provided interesting options for residents through the summer. The Plan should accommodate continued programming and the opportunity to attract new programming and new uses and address some of the limitations within the context of the historic building.

The Organ must be maintained to permit its use in concerts and other events.

Funding

Funding for this project will be provided by the Village of Round Lake and not for profit groups in the Village of Round Lake.

Scope of work

I. The successful applicant will provide a written master plan for the preservation, maintenance, restoration, and use of the Round Lake Auditorium and the Davis Ferris Tracker Organ. The Plan will identify:

- A. Specific actions proposed to preserve, maintain, or restore the assets and components of the assets, to include:

- 1. How the asset will benefit from a proposed action,

2. The approximate cost, extent and time frame for implementing a proposed action,
3. The type of expertise required to properly execute a proposed action,
4. The alternatives to a proposed action, and
5. The consequence of not acting on a proposal.

B. Proposals for using the assets for the benefit of the community, to include:

1. Specific types of activity and/or use, and
2. Actions necessary to support and obstacles to implementing a proposed activity/use.

C. The priority of all actions proposed (“Goals”)

D. Implementation strategies for the Goals identified in the Plan, and

E. Potential funding sources for attaining the Goals.

II. The successful applicant must agree to present the final draft Plan to the Village board of trustees at a regular meeting of the board and answer questions from the members of the board and the public.

Submission material

Transmittal Letter

- 1) Include the following: Firm name, address, primary contact person, contact phone and e-mail.
- 2) A description of the qualifications and capacity of the applicant to conduct the specified activities, including applicant’s human and material resources and relevant expertise.

- 3) A description of three relevant projects that are similar in nature, size, and scope to that which is the subject of this RFP. Identify the applicant's role in these projects and the result of the work.
- 4) The individuals or organizations other than applicant who will contribute to the Plan and their relevant expertise and experience.
- 5) Resumes for all professionals who will work on the project.
- 6) References, including client name, contact person, title of contact person and telephone number of at least three clients for whom similar work has been performed.

Project description

Applicant should provide a complete project description of the proposal to create a master plan meeting all elements of the Scope of Work. The project description must include an outline of the steps proposed and the time line with specific benchmarks to complete a master plan that meet every requirement of the Scope of Work.

Cost Proposal

Applicant must provide a detailed cost proposal, which must include:

- 1) A line-item breakdown of the costs for specific services and work products proposed, and
- 2) A statement of staff hourly rates.

The cost proposed must include all costs that will be charged for the services and tangible work products applicant proposes to perform and deliver to complete the Plan. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract. A budget narrative should be provided alongside the line-item budget to explain any expenditures that may not be readily apparent.

Insurance Certificates

The consultant at their cost will be required to provide a certificate of liability insurance naming the Village of Round Lake an additional insured. The consultant must submit a current commercial general liability insurance certificate to the Village of Round Lake before any work commences listing:

- Each occurrence: \$1,000,000
- Damage to premises: \$300,000

- Medical expenses: \$5,000
- Personal Injury: \$1,000,000
- Workers' Compensation: \$1,000,000 per occurrence
- Workers' Compensation: \$1,000,000 per Employee

Criteria for Evaluating Bids

All eligible proposals received by the deadline will be reviewed by an evaluation committee. The committee will review each proposal based upon the submitted proposal and the requirements of the RFP only.

Applicants must ensure that all components of this application request have been addressed, and all forms and assurances have been completed, including original signatures.

Bidders should not assume that committee review members will have any previous experience with the bidder. Appropriate description should be included to inform review committee members about the bidder's qualifications and capacity to perform all required deliverables.

The committee retains the right to determine whether any deviation from the requirements of this RFP is substantial in nature and may reject in whole or in part any and all proposals, waive minor irregularities and conduct discussions with all responsible bidders.

Questions

Questions about the RFP may be directed to Lydia Hoffman at Lydia.A.Hoffman@gmail.com until February 8, 2019. Questions received and answers will be posted at: <http://www.roundlakevillage.org/reports>.