



## REQUEST FOR QUALIFICATIONS

### Canal Region Gateway Visitor Center Exhibit Design, Fabrication, and Installation

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Lakes to Locks Passage, Inc. (LTLP) invites you to submit qualifications as a design/build team to provide exhibit design, fabrication, and installation for the Canal Region Gateway Visitor Center in Schuylerville, NY. The Visitor Center is a timber frame structure with exposed beams and open to the roof. The



exhibits are to showcase the history and heritage of the region; directing travelers to the historic, natural, cultural and recreational experiences that can be found in the communities along the interconnected waterway of the Upper Hudson River and Champlain Canal region of Lakes to Locks Passage, "New York's Great Northeast Journey."

**Consultant selection process:** Upon review of consultant firm/team qualifications and statement of interest to provide design/build services, a site visit and interview of the team will be held to "brainstorm" ideas to fulfill the objectives of the project within the available budget. Lakes to Locks Passage, Inc. will respect the consultant proprietary rights for design concepts discussed during the interview and/or submitted as the project proposal. Teams will then provide a written proposal for services for final review and consultant selection. Attached is a list of firms that have received this RFQ, we encourage development of teams if a firm does not have design/build capabilities. We encourage use of additional consultants or contractors as needed to make a "perfect" team.

**Anticipated exhibit treatments:** Interior graphic wallcoverings (approx. 1,500 SF available wall space), an interactive kiosk, and creative use of the building's timber frame floor and ceiling space.

The **available budget** for design, fabrication, and installation is not-to-exceed \$150,000.

**Project timeframe:** Submission of firm/team qualifications are due **Friday May 31, 2019**. Interview and site visit will be held **June 6-7, 2019**. Proposals for design, fabrication, and installation of exhibits are due Friday **June 28, 2019**. Design and fabrication must be completed by **September 30, 2019**; installation will be when interior construction is completed.

## ***Project Background***

Lakes to Locks Passage was established in 2002 by the New York State Legislature as a New York State Byway, and in the same year received the Federal Highway Administration's premiere designation as an All-American Road. Lakes to Locks Passage has developed a strategy to deliver an authentic, place-based tourism experience through a regional Gateway Visitor Center that provides connectivity and the "big picture" introduction to the region's stories and experiences, directing travel through a network of Waypoint Communities and Heritage Centers that "meet and greet" the visitor. Websites ([lakestolocks.org](http://lakestolocks.org) and [passageport.org](http://passageport.org)) are rich with sites, destinations, and itineraries; maps, audio, and video content help guide the traveler in planning and execution of a trip.

The Canal Region Gateway Visitor Center is a collaboration between the Historic Hudson-Hoosic Rivers Partnership, Saratoga National Historical Park and Lakes to Locks Passage to direct travelers through one of America's most important historic landscapes, with waterways and trails that allow travelers to walk, bike, and paddle between historic, natural, cultural, and recreational sites. This project will serve as the "southern anchor" for the byway; and as a destination in itself, interpretive panels and interactive exhibits will provide the "big picture" about the entire Champlain Canal Region. The Canal Region Gateway Visitor Center is not a museum, but will direct visitors to experiences, sites, and destinations related to:

- the Champlain Canal,
- the military history of the region, and
- the region's Waypoint Communities, Heritage Centers, and attractions.

## ***Project Description***

The proposed Canal Region Gateway Visitor Center is located adjacent to Fort Hardy Park, on NYS Route 29/Ferry Street in Schuylerville NY. Conceptual planning for the interpretive content of the facility has been completed; we would now like to work with a design/build team to identify the best ways to engage visitors and stimulate their interest in visiting the region's communities, sites and attractions.

A floor plan and interpretive concepts will be provided to the qualified consultants prior to interview/site visit. Following the site visit/interview each consultant team will submit a proposal for services with a project schedule and billing milestones for the project agreement. It is possible that following the site visit and interview a consultant team may find it necessary to modify the members of the design/build team, which will be accepted, but the primary consultant must remain the same.

The selected consultant will be provided a full set of building construction documents and will work with Janet Kennedy and Virginia Westbrook of Lakes to Locks Passage, Inc. to develop exhibit designs. Lakes to Locks Passage, Inc. will provide text and graphic images for exhibits, the consultant team will need to do minimal research and content development.

## ***Project Timeline***

All tasks for this project must be completed by **September 30, 2019**.

- May 22, 2019 – Issue Request for Qualifications
- May 31, 2019 – Submission of firm/team qualifications due 5:00 PM.
- June 6-7, 2019 – Interviews and site visit will be held in Schuylerville
- June 28, 2019 – Submission of proposal for services due at 5:00 PM
- September 30, 2019 – Design and fabrication must be completed

## ***Submission Requirements***

Step 1: Please provide a digital copy of your Qualifications, not to exceed eight pages, by **5:00 PM Friday May 31, 2019**, providing:

- A statement of interest to provide design/build services for the interior exhibits at the Champlain Canal Region Gateway Visitor Center in Schuylerville, NY,
- resumes of key personnel,
- examples of previous work, and
- three references that can confirm ability to complete projects on time and within the project budget.

Step 2: Following the interview /site visit, please provide the project proposal, not to exceed ten pages, with written description and illustrations of exhibit design concept, project milestones and payment schedule by **5:00 PM Friday, June 28, 2019**.

Questions and submissions, should be directed to:

Janet Kennedy, Executive Director  
Lakes to Locks Passage, Inc.  
janet@lakestolocks.org  
518-637-4687 (cell)

## ***Funding Source, Proposal Review and Project Requirements***

Funding for this project is provided through a grant from Empire State Development (contract AA495) and NYSDOT National Scenic Byway Program (contract D034918) to Lakes to Locks Passage, Inc. The consultant fee available for meetings, design, fabrication and installation for exhibits in the Canal Region Gateway Visitor Center is not-to-exceed \$150,000. Lakes to Locks Passage, Inc. is responsible for the fiscal administration of this project. Payment will be made as outlined in the milestones and payment schedule, subject to approval of invoices and deliverables.

Under New York State Labor Law, contractors and subcontractors must pay the prevailing rate of wage and supplements (fringe benefits) to all workers under a public work contract. Employers must pay the prevailing wage rate set for the locality where the work is performed. This applies to all laborers, workers or mechanics employed under a public work

contract. A Prevailing Wage Schedule for this job is attached to this RFP. Certified Payroll will be collected prior to the disbursement of any funds.

Qualified Service-Disabled Veteran-Owned SDVOB) and Minority/Woman Owned Business Enterprises (M/WOB) are encouraged to bid.

Submissions will be evaluated for:

1. Creativity, clarity, organization, and comprehensiveness of proposed services for the NTE fee of \$150,000.
2. Demonstrated experience and qualifications of the consultant for the services required.
3. Evidence of a history of completing projects on time and within the project budget.

Based upon the review of the qualifications and statement of interest, a site visit and interview will be necessary for consultants to prepare a design concept and workplan. Lakes to Locks Passage, Inc. will respect the consultant proprietary rights for design concepts discussed during the interview and/or submitted as the project proposal, but reserves the right to negotiate any portion of the proposal, or reject all submissions. In awarding contracts, Lakes to Locks Passage, Inc. does not discriminate by reason of race, creed, color, disability, sex, or national origin.

A contract between Lakes to Locks Passage, Inc. and selected consultant shall be executed with the following requirements:

A. Consultant shall maintain liability insurance in customary amounts. At minimum, such insurance shall include: (a) General Liability (including contractual liability) with a per occurrence limit of not less than One Million Dollars (\$1,000,000) for bodily injury and One Million Dollars (\$1,000,000) for property damage; and (c) Automobile Liability with a per occurrence limit of not less than One Million Dollars (\$1,000,000) for bodily injury and One Million Dollars (\$1,000,000) for property damage. All such insurance shall name Client as an additional insured and shall be written by insurance companies licensed in New York State and reasonably acceptable to Client. Consultant shall furnish Client with certificates of insurance evidencing the above-referenced insurance coverage prior to commencing any Services.

B. The product of all work performed under this Agreement ("Work Product"), including without limitation all notes, reports, documentation, drawings, computer programs, inventions, creations, works, devices, models, work-in-progress and deliverables will be the sole property of Client, and Consultant hereby assigns to Client all right, title and interest therein, including but not limited to, all audiovisual, literary, moral rights and other copyrights, patent rights, trade secret rights and other proprietary rights therein. Consultant retains no right to use the Work Product and agrees not to challenge the validity of Client's ownership in the Work Product.