

# REQUEST FOR PROPOSALS (RFP)

## Design-Build Construction Services

Ticonderoga Natural Foods Co-operative, Inc. - 109 Montcalm Street, Ticonderoga, NY

**Issue Date:** May 26, 2026  
**Submission Deadline:** Friday, June 26, 2026 at 5:00 PM EST  
**Contact for Questions/Site Visits:** Dawn Karlson, Board President  
**Email/Phone:** [ticoopdricoordinator@gmail.com](mailto:ticoopdricoordinator@gmail.com) / 860-874-6325

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### Project Overview

The Ticonderoga Natural Foods Co-operative, Inc. is soliciting proposals from qualified design-build construction firms to lead the renovation and adaptive reuse of the existing retail grocery and commercial kitchen (approx. 1910 sq. ft. ground floor).

This Downtown Revitalization Initiative (DRI) - funded project will revitalize the Ticonderoga Natural Foods Co-Op creating a more inviting and appealing shopping experience, increasing energy efficiency and creating a full commercial kitchen.

This contract requires design-build construction services and is subject to strict compliance with NYS, HCR, ADA, SHPO, local code, fire safety and applicable food-service regulatory requirements.

The Ticonderoga Natural Foods Cooperative, Inc. strongly encourages proposals from firms that include participation from:

- Minority and Women-Owned Business Enterprises (MWBE)
  - Service-Disabled Veteran-Owned Businesses (SDVOB)
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### Scope of Services

The selected contractor will serve as the Design-Builder and will be responsible for providing both professional design services and construction services necessary to complete the renovation of the Ti Co-Op building. The Design-Builder assumes responsibility for coordinating all design, engineering and construction services necessary to successfully complete the work.

The Design-Build team will provide all labor, materials, equipment, engineering and professional services necessary to complete the following work:

#### Two Story Front Facade Renovation

- Redesign to increase natural light, expand cafe seating and provide inviting storefront
- New siding, windows, door, store signage, exterior lighting, awning
- Coordinate exterior changes with SHPO/HCR requirements & local code requirements

### Commercial Kitchen Renovation

- Renovate kitchen per Singer-Kittredge Kitchen Design, with design services and range/hood/vent/fire suppression equipment and its installation previously procured
- Coordinate all required utilities, rough-ins, inspections, and code compliance needed to integrate the commercial kitchen into the overall project.

### Interior Store Renovation

- Redesign interior to brighten store, maximize high margin product placement, and ensure a seamless shopping experience
- Paint, provide new lighting to highlight store products, provide 2 check-out stations and new signage
- Coordinate closely with Broden Design Group (providing in-kind retail design support) for final design choices related to interior finishes, color palette, lighting design, flooring and signage.
- Coordinate closely with chosen refrigeration supplier (they will supply & install) during construction process
- Improve energy efficiency through updates to HVAC, lighting, plumbing fixtures, controls and related building systems
- Provide safe, code-compliant rear egress and evaluate a potential rear entrance for customer access
- Renovate the back office, restroom and back deck
- Coordinate all owner-procured or vendor-provided equipment into the final design, construction schedule, inspections, utility tie-ins, and closeout documentation

### Building Systems & Energy Efficiency

- Upgrade mechanical, electrical and plumbing to support addition of kitchen and refrigeration equipment
- Add heat pump system and back-up generator (include equipment & installation in quote)
- Identify and coordinate all electrical, plumbing, ventilation and structural requirements associated with owner-procured equipment and vendor-installed components.

### Site Improvements

- Renovate rear egress connecting to McCormick St & River Walk
  - Provide concrete pads for exterior tanks & HVAC ventilation
  - Coordinate site work with accessibility, drainage, utility, life-safety and code requirements
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## **Available Background Information/ Bidder Reference Materials**

The Owner will make available to prospective proposers all existing background information reasonably necessary to prepare a complete proposal. Proposers are responsible for reviewing all available materials, visiting the site, verifying existing conditions, and identifying any additional information needed prior to submission.

- Available or anticipated bidder reference materials may include:
- Existing building plans, sketches, measurements, site information and photographs
- Singer-Kittredge kitchen design plan/ specifications and kitchen equipment information
- Kitchen equipment utility requirements, including electrical & plumbing
- Existing utility information

All proposers should base their proposals on the same available information. If any item is unclear, proposers may submit written questions.

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## **Owner-Procured Items and Design-Builder Coordination Responsibilities**

Certain equipment, design services and vendor-provided components may be procured separately by the Owner or provided in-kind. These may include kitchen design/equipment, refrigeration, and Broden Design Group retail design support. Unless expressly excluded in writing, the Design-Builder will remain responsible for coordinating these items into the overall project, including rough-ins, tie-ins, sequencing, installation coordination, code compliance, inspections, final integration, and schedule management.

The Design-Builder will promptly identify any conflict, gap, code issue, constructability concern, utility-load issue, or schedule conflict related to owner-procured or vendor-installed items.

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## **Compliance Requirements**

The selected firm will be responsible for ensuring:

- Adherence to HCR Design Guidelines (latest edition).
- Compliance with the State Historic Preservation Office (SHPO) review process.
- Alignment with all local, state and federal regulations, including ADA, fire safety, building codes, and NYS Dept of Agriculture & Markets.
- Familiarity with HCR program documentation, environmental review and MWBE/SDVOB reporting.
- Compliance with all applicable DRI procurement, reporting, documentation, closeout, and funding-agency requirements.
- Preparation and submission of design, permitting, inspection, closeout, warranty, as-built, and compliance documentation as required by the Owner and applicable funding agencies.
- Coordination with all authorities having jurisdiction and project partners as necessary to secure approvals and complete the project.

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## Licensure and Professional Services

The Design-Build team will include all required design professionals, engineers, architects, subcontractors, and trades necessary to complete the project. All professional services requiring licensure will be performed by professionals licensed and authorized to practice in New York State. Proposals should identify all key professional team members and applicable NYS license numbers.

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## Site Visit, Questions, and Addenda

A pre-proposal site visit is strongly encouraged. Site visits may be scheduled by contacting Dawn Karlson at [ticoopedricordinator@gmail.com](mailto:ticoopedricordinator@gmail.com) or 860-874-6325. Questions may be submitted in writing to the RFP contact by June 15, 2026. Responses to questions, clarifications, and any revisions to this RFP will be issued by written addendum and made available to all known prospective proposers. Oral statements or informal communications will not modify the RFP.

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## Anticipated Contract Form

The Owner anticipates using AIA Document A141-2024, a Standard Form of Agreement Between Owner and Design-Builder for a Traditional Design-Build Project, or a substantially similar Owner-approved design-build agreement, as modified to incorporate DRI/HCR requirements, insurance, bonding, MWBE/SDVOB, SHPO, ADA, code compliance, owner-procured equipment, and project-specific scope requirements. Final contract documents are subject to Owner, counsel, and funding-agency review and approval.

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## Contract & Insurance Requirements

The selected firm must meet the following insurance requirements & provide certificates of insurance as follows:

- General Liability Coverage - Minimum \$ 1,000,000
  - Workers Compensation Coverage, as required by law;
  - Professional Liability - Minimum \$ 1,000,000
  - Ticonderoga Natural Foods Cooperative, Inc, the State of New York and the Housing Trust Fund Corporation must be added as additional insureds, subject to confirmation by counsel/project counsel and funding-agency requirements
  - The selected Design-Builder will provide a performance bond and payment bond, each in the amount of 100% of the contract value, prior to contract execution or issuance of Notice to Proceed. Bonds must be issued by a surety authorized to do business in New York State and acceptable to the Owner and applicable funding agencies.
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## Labor Standards/ Wage Requirements

The selected firm will comply with all applicable labor standards, wage requirements, workforce documentation requirements, and related funding-agency requirements, if applicable, as determined by the funding source, project counsel, and applicable law. This is NOT a prevailing wage project.

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## Submission Guidelines

### Proposal Deadline

- All proposals must be submitted no later than **Friday, June 26, 2026 at 5:00 PM EDT.**
- Late submissions will not be considered.

### Submission Format

- Proposals must be submitted via email in PDF format to Dawn Karlson, Board President
- Email: [ticoopdricoordinator@gmail.com](mailto:ticoopdricoordinator@gmail.com)

### Proposal Components:

- Cover letter - interest, availability and acknowledgement of scope
  - Firm background and qualifications - history, licensure and areas of specialization
  - Project Team - key staff and subcontractor roles & percentage of time commitment
  - Relevant Experience - including design-build, adaptive reuse, grocery/food retail, energy retrofit, DRI/HCR and similar publicly funded projects
  - Project Approach - including design process, construction sequencing, owner-procured equipment coordination, permitting, inspections, and closeout
  - Schedule - preliminary timeline from design through construction administration, completion, inspections, punch list and closeout
  - Fee Proposal - breakdown by task/phase, reimbursables, hourly rates, total estimated fee, allowances, assumptions and exclusions
  - Compliance Documentation - MWBE/SDVOB, proof of insurance, bonding capacity, NYS license numbers
  - List of requested clarifications, assumptions, exclusions or additional information needed from the Owner
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## Evaluation & Scoring Matrix

Proposals will be reviewed by the Co-Op's selection committee. Scores will be weighted as follows:

Criteria	Weight	Detail
Relevant Project Experience	25%	Similar scale, adaptive reuse, design-build, grocery/food retail, energy retrofits.
Project Approach & Understanding	15%	Clear methodology, integration of compliance, coordination of owner-procured equipment, alignment with Co-op goals.
Team Qualifications	15%	Depth of NYS-licensed professionals, construction team, project manager & subcontractors.
Fee Proposal	15%	Cost competitiveness, transparency, alignment with scope.
MWBE / SDVOB Participation	15%	Documented commitment with targets and roles.
Experience with HCR/SHPO Projects	15%	Demonstrated success with HCR DRI, CDBG, or NYMS; experience navigating SHPO reviews.

Total Possible Score: 100

### Scoring Scale (0-5 per criterion):

- 0= Does not meet requirement
- 1= Poor/ minimal response
- 2= Below average/incomplete
- 3= Meets requirements
- 4= Strong/ above average response
- 5= Excellent/ exceeds requirements with clear added value

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## Reservation of Rights

The Owner reserves the right to reject any or all proposals, waive informalities or irregularities, request clarification, negotiate scope and fee, modify or cancel this RFP, and make an award in the best interest of the project, subject to funding-agency requirements. Issuance of this RFP does not obligate the Owner to award a contract or reimburse any costs incurred by proposers in preparing a response.