

LIMELEDGE BOTANICAL GARDEN AND ARBORETUM

REQUEST FOR PROPOSALS

P-001 - Barn Structural Stabilization, Rehabilitation & Accessibility

NYSDEC Community Environmental Education Centers (CEEC) Grant

SOLICITATION INFORMATION

RFP number	P-001
Issue date	September 22, 2026
Project site	1686 NY-321, Elbridge, NY 13060
Required site inspection: By approved appointment or in one of the two windows here	Contact: Philip Crim philip@limeledge.org (315) 748-4635 <i>Site inspection opportunity #1: Tuesday, September 29 (8:00AM-5:00PM ET)</i> <i>Site inspection opportunity #2: Thursday, October 1 (8:00AM-5:00PM ET)</i>
Deadline for written questions	Friday, October 2, 5:00 PM ET
Final addendum / responses	Tuesday, October 6
Proposal deadline	Tuesday, October 13, 5:00 PM ET
Submission address (email only)	philip@limeledge.org
Procurement contact	Philip Crim, Executive Director
Proposal validity	90 calendar days from proposal deadline

Funding acknowledgement: This project is funded in whole or in part through a New York State Department of Environmental Conservation Community Environmental Education Centers grant.

1. Invitation and Project Purpose

Limeledge Botanical Garden and Arboretum ("Limeledge"), a New York not-for-profit organization, invites proposals from qualified contractors for structural stabilization, rehabilitation, accessibility, and related building-envelope work at two existing agricultural barns in Elbridge, New York.

The CEEC Work Plan requires Limeledge to conduct structural repairs and stabilization of both barns and to complete ADA-compliant ramps and railings. The project is intended to prepare the barns for safe, functional seasonal community and environmental-education use while preserving their agricultural character where practicable.

This is a best-value RFP, not an invitation for a single all-or-nothing low bid. Proposers may bid one or more work packages. Limeledge may make one award, multiple package awards, or no award, subject to available funding, Board approval, grant requirements, and contractor responsibility.

2. Procurement Framework

- This procurement is conducted under Limeledge Procurement Policy v1.1, adopted by the Board of Trustees, and all stricter requirements imposed by law, the CEEC grant, the executed Master Contract for Grants, or agency direction.
- The anticipated aggregate value exceeds \$25,000; therefore, Limeledge is using a written formal competitive solicitation and Board approval is required before award.
- Prospective contractors will receive equal material information. Material questions, site-visit clarifications, and scope changes will be issued in writing to known proposers through addenda or written Q&A.
- No proposer may begin work, order reimbursable materials, or incur costs chargeable to Limeledge before execution of a written agreement and issuance of a written Notice to Proceed.

3. Work Plan Requirements and Acceptance

CEEC requirement	Performance measure	P-001 response
Task 1.1 - Conduct structural repairs and stabilization of both barns.	Completion of structural repairs within the project timeline and certification by local inspectors.	Packages A-C are the required structural core. Work must be completed so Limeledge can obtain the required inspection/certification.
Task 1.3 - Install ADA-compliant ramps and railings to ensure accessibility.	Compliance with ADA regulations verified by an accessibility consultant.	Package D requests a separately priced compliant solution; final configuration is subject to Limeledge, code/permit, and accessibility review.

4. Site and Existing Conditions

The barns are existing agricultural structures with age-related deterioration, variable site conditions, and the potential for concealed conditions. Proposers must inspect the site before submission and are responsible for developing their own understanding of access, dimensions, sequencing, means and methods, and material quantities.

- The Big Barn shows deteriorated exterior siding, foundation and drainage concerns, structural/floor issues, open or deteriorated windows/doors, and vegetation/debris adjacent to portions of the building.
- The Red Barn shows deteriorated exterior elements and existing stone foundation/open lower-level areas. Stabilizing the floors and sealing the building envelope are the major priorities for the Red Barn.
- Photographs in Appendix A are informational only and are not a substitute for site inspection or field measurement.
- If a proposer believes professional design, engineering, special inspection, testing, or other third-party services are required for its proposed method, the proposer must identify that need and state clearly whether those services are included in the package price or require separate owner action.

5. Scope of Work Packages

Limeledge intends to award the highest-priority combination of work that advances the approved CEEC Work Plan within available funds. Each work package must be priced separately. Packages A-C are the structural core; Packages D-E are separately priced Work Plan/budget components; Packages F-G are additive alternates.

Pkg.	Work package	Required scope / outcome	Status
A	Big Barn - Foundation & Water Management	Stabilize deficient foundation conditions and address drainage/water conditions contributing to deterioration. Include excavation, temporary support as needed, structural/masonry/concrete repair appropriate to the proposed method, backfill, rough grading, site restoration, and incidental clearing necessary to access the work.	Required / highest priority
B	Big Barn - Superstructure & Floor Stabilization	Stabilize compromised primary framing, beams, posts/supports, floor systems, and related structural elements necessary to provide a safe, serviceable structure and satisfy CEEC Task 1.1. Proposer shall describe repair/replacement methods and concealed-condition assumptions.	Required
C	Red Barn - Structural & Floor Stabilization	Stabilize floor systems, supports, foundation/structural elements, and other conditions necessary for the Red Barn to satisfy CEEC Task 1.1. "Rosanna S. Clark. 1895" text must remain on front of barn.	Required
D	ADA Access - Ramps & Railings	Provide a separately priced proposal to satisfy CEEC Task 1.3: install ADA-compliant ramps and railings to ensure accessibility. Identify proposed entrance/route assumptions, permit/design needs, and documentation needed for accessibility verification.	Work Plan required; award subject to budget confirmation
E	Windows & Installation	Inventory and price repair/replacement of broken or missing windows needed for a weather-resistant, functional envelope, with appearance reasonably compatible with the agricultural structures.	Separately priced component
F	Doors / Envelope Repairs	Price necessary door, opening, siding-patch, wall-envelope, and weatherproofing repairs not already required for structural stabilization.	Additive alternate
G	Exterior Siding / Painting Enhancements	Price broader siding rehabilitation/replacement and exterior painting for the two barns.	Additive alternate

5.1 Package A - Big Barn Foundation & Water Management

- Inspect, document, and stabilize deficient foundation conditions affecting the Big Barn.
- Address drainage/water conditions that are contributing or reasonably likely to contribute to structural deterioration. The proposer shall describe the proposed drainage/water-management approach rather than rely on a prescribed proprietary method.
- Include excavation, temporary support/shoring/jacking as needed for the proposed method, foundation/masonry/concrete/structural repair, backfill, rough grading, and restoration directly associated with the work.
- Include vegetation/debris removal only to the extent reasonably necessary to access and complete Package A.
- Protect adjoining structures and site features during the work and leave the work area in a safe, stable condition.

5.2 Package B - Big Barn Superstructure & Floor Stabilization

- Identify and stabilize compromised primary framing, beams, posts/supports, floor systems, and related structural elements necessary to provide a safe and serviceable structure.
- Describe the proposed repair, reinforcement, or replacement methods and the assumptions used for concealed or inaccessible conditions.
- Preserve serviceable historic material where practicable and avoid unnecessary replacement where a safe, durable repair is feasible. Any large structural timber member that must be removed shall be replaced with timber

of similar material, dimensions, and character. Suitable reclaimed timber is preferred where structurally adequate, code-compliant, and reasonably available.

- Coordinate structural work with Package A and any envelope work so that temporary conditions do not create additional damage.

5.3 Package C - Red Barn Structural & Floor Stabilization

- Inspect and stabilize the Red Barn floor system, supports, foundation/structural elements, and other conditions necessary to satisfy CEEC Task 1.1. Preserve the "Rosanna S. Clark. 1895" text on the front of the barn.
- Describe repair/replacement methods, sequencing, and concealed-condition assumptions.
- Any large structural timber member that must be removed shall be replaced with timber of similar material, dimensions, and character. Suitable reclaimed timber is preferred where structurally adequate, code-compliant, and reasonably available.
- The proposal must treat Red Barn stabilization as an independent priced package so Limeledge can preserve sufficient funding to complete structural work on both barns.

5.4 Package D - ADA Access: Ramps & Railings

- Provide a separately priced approach to satisfy CEEC Task 1.3: install ADA-compliant ramps and railings to ensure accessibility.
- Identify the proposed entrance/access-route assumptions, required landings/railings, connection to existing grades, and any permit or professional-design requirements.
- The completed work must support the accessibility verification required by the CEEC Work Plan and comply with applicable accessibility and building-code requirements.
- Final award of this package is subject to confirmation of the approved grant budget treatment and final accessibility configuration.

5.5 Package E - Windows & Installation

- Inventory broken, missing, or functionally deficient windows affecting the barns and identify proposed repair or replacement.
- Provide a separate lump-sum price and identify the number/type of windows included.
- Replacement units should be reasonably compatible with the agricultural character of the structures while providing a functional weather-resistant installation.

5.6 Package F - Doors / Envelope Repairs

- Price door, opening, siding-patch, wall-envelope, and weatherproofing repairs not already required to accomplish structural stabilization.
- Clearly identify each opening or area included and any proposed replacement configuration.
- Package F is an additive alternate and may be reduced, deferred, or not awarded if higher-priority Work Plan needs require available funds.

5.7 Package G - Exterior Siding / Painting Enhancements

- Provide separate pricing for broader siding rehabilitation/replacement and exterior painting of the two barns.
- Identify surfaces, materials, preparation assumptions, coatings, and exclusions.
- Package G is an additive alternate and will be awarded only if grant scope, available funds, and higher-priority deliverables permit.

6. Contractor Performance Requirements

- Provide all labor, supervision, materials, tools, equipment, mobilization, temporary protection, cleanup, disposal, and closeout necessary for each awarded package unless specifically stated otherwise.
- Maintain a safe work site, protect the public and Limeledge property, and secure work areas and openings throughout construction.
- Coordinate access and sequencing with Limeledge. Do not obstruct site operations beyond the limits reasonably necessary for the work.

- Identify and comply with all permits, inspections, codes, licenses, registrations, and approvals applicable to the contractor's work. No work may begin before required permits/approvals are in place.
- Immediately notify Limeledge of concealed, unsafe, or materially different conditions. No oral direction authorizes extra compensation.
- Do not disturb suspected hazardous materials. Suspected conditions must be reported before disturbance; testing or abatement is included only when expressly added by addendum or contract.
- Provide photographs, inspection records, warranties, manufacturer information, grant/compliance records if applicable, lien waivers if required by the final agreement, and other closeout documentation reasonably needed for CEEC reporting and acceptance.

7. Required Site Inspection

Each proposer must inspect the project site before submitting a proposal. Limeledge will offer the scheduled opportunities shown on the cover or an approved appointment process. The purpose is to permit direct evaluation of existing conditions, access, dimensions, sequencing, and likely repair approaches.

- Attendance will be recorded. A proposer that has not completed an approved site inspection may be found non-responsive.
- Oral comments during a site visit are informational only. Material interpretations, changes, or answers will be issued in writing to all known proposers.
- Proposers are responsible for taking their own measurements and identifying conditions reasonably observable during inspection.

8. Proposal Content

1. Cover letter identifying the legal name of the proposer, primary contact, business address, telephone, email, and the work packages being bid.
2. Firm qualifications and relevant experience, including comparable old-barn, timber-frame, masonry/foundation, structural rehabilitation, historic agricultural, or similar work.
3. At least three references for comparable work, with owner/contact information and a short project description.
4. Technical approach for each package bid, including proposed methods, sequencing, temporary support, water management, quality control, safety approach, and handling of concealed conditions.
5. Key personnel and subcontractors, including roles, relevant experience, and any required licenses/registrations.
6. Completed P-001 Proposal and Pricing Form, including separate lump sums by package, schedule information, assumptions/exclusions, and combined-award adjustments.
7. Proposed schedule showing earliest mobilization, duration by package, sequencing constraints, and anticipated substantial/final completion.
8. Identification of professional design/engineering, testing, special inspection, permits, or owner decisions the proposer believes are required, stating clearly what is included in the package price and what, if anything, requires separate owner action.
9. Grant/regulatory compliance information requested in Section 11 and in the Proposal and Pricing Form.
10. Acknowledgement of all addenda and a signed certification page.

9. Pricing Requirements

- Provide a separate lump-sum price for every package bid. Do not provide only a single combined total.
- Each package price must identify whether mobilization, supervision, materials, equipment, disposal, permits, taxes/fees, subcontractors, and closeout are included.
- Provide a schedule of values for major labor/material/subcontract components within each package.
- Disclose all material assumptions, allowances, exclusions, quantities, owner responsibilities, access assumptions, and contingencies affecting price.
- Provide proposed labor/equipment/change-order rates or another transparent basis for pricing concealed-condition changes. Such rates do not authorize extra work without a written change order.
- Identify any combined-award discount or efficiency if Limeledge awards multiple packages to the same proposer.
- The proposal must remain valid for 90 calendar days after the proposal deadline.

10. Questions, Addenda, Submission, and Receipt

- All substantive questions must be submitted to the Procurement Contact by the deadline shown on the cover. Email is strongly encouraged: philip@limeledge.org
- Material answers and changes will be issued in writing. Proposers must acknowledge all addenda in the Proposal and Pricing Form.
- Submit the proposal in the controlled manner stated on the cover. The submission must be received by the stated deadline; the receiving system or receipt log will control timeliness.
- Proposals will be date/time recorded and will not be evaluated before the submission deadline.
- Proposal preparation costs are the proposer's responsibility and are not reimbursable by Limeledge.

11. Grant and Regulatory Compliance

11.1 MWBE, EEO, and SDVOB

The CEEC grant carries MWBE/EEO and SDVOB obligations. Limeledge's current CEEC project-level participation goals are shown below and remain subject to the executed utilization plans and any project-specific DEC direction.

CEEC project-level MWBE participation goal	30% of grant project expenditures
CEEC project-level SDVOB participation goal	6% of grant project expenditures

- Proposers must identify proposed MWBE/SDVOB subcontractors and suppliers, the scope/value assigned to each, and certification information in the Proposal and Pricing Form.
- The selected contractor must cooperate with utilization plans, good-faith-effort documentation, EEO requirements, subcontractor approvals, payment reporting, waiver procedures, and other DEC compliance requirements applicable to P-001.
- Failure to meet a goal does not automatically determine award where a lawful good-faith-effort/waiver process is available, but incomplete cooperation or unsupported utilization claims may affect responsibility and contract compliance.

11.2 Insurance, Workers' Compensation, Disability Benefits, and Bonding

The CEEC RFA requires project contractors/subcontractors to secure appropriate insurance issued by an insurer licensed to do business in New York and to maintain required workers' compensation/disability-benefits coverage. Any project-specific minimum insurance limits or endorsements established for P-001 will be stated in the solicitation or by written addendum before proposals are due. Proposers are not required to furnish insurance certificates or endorsements with their proposals; the selected contractor must provide required proof before contract execution or Notice to Proceed.

Insurance capability / project-specific limits	Proposer certifies capability.
Workers' Compensation / Disability Benefits	Proof required before contract / Notice to Proceed, unless valid exemption applies
Bid / performance / payment bonding	Not required unless added by written addendum before proposals are due.

11.3 Permits, Codes, Accessibility, Responsibility, and Other Grant Conditions

- All work must comply with applicable federal, state, and local laws, codes, permits, licenses, and standards.
- Accessibility work must comply with the requirements applicable to the project, including the CEEC accessibility requirements and the final code/accessibility review.

- Limeledge may perform a proportionate vendor-responsibility review, including legal authority to do business, integrity, experience, ability, prior performance, financial/organizational capacity, and required registrations.
- The proposer must certify that it is not an entity prohibited under the New York State Iran Divestment Act and will not use a subcontractor appearing on the applicable Prohibited Entities List.
- If Diesel Emissions Reduction Act requirements apply to equipment/vehicles used on the project, the selected contractor must comply with the applicable CEEC/DEC requirements.
- The selected contractor must provide records and audit access reasonably required for Limeledge to administer and close out the CEEC grant.

12. Evaluation and Selection

Limeledge will first determine responsiveness and then evaluate responsive proposals using the announced best-value factors. Evaluation may be performed by package and/or by combinations of packages that together best advance the required Work Plan within available funding.

Evaluation factor	Points	What Limeledge evaluates
Price / overall value	40	Package prices, reasonableness, completeness, useful change-order/unit-rate information, combined-award efficiencies, and alignment with available funding.
Relevant experience	20	Comparable old-barn, timber-frame, masonry/foundation, structural rehabilitation, or similar work; references and prior performance.
Technical approach	20	Understanding of conditions, stabilization methods, sequencing, water management, quality control, safety, and concealed-condition management.
Schedule / capacity	10	Ability to mobilize and complete within the grant timeline; staffing, equipment, subcontractor availability, and coordination.
Responsibility / compliance	10	Required registrations, insurance capability, licenses, grant-compliance systems, MWBE/SDVOB cooperation, and complete disclosures.

- Responsiveness is pass/fail. Limeledge may reject a proposal that materially omits required pricing, certifications, site inspection, registration, or other solicitation requirements.
- Limeledge expects to use three nonconflicted evaluators when practicable and will maintain a written evaluation/selection record.
- Price is important but is not the sole factor. Selection of a proposal other than the lowest priced responsive option will be documented.
- Limeledge may check references, request clarifications, verify responsibility information, and negotiate permitted contract details with the selected proposer without changing the fundamental competed scope.
- Any award is subject to approval by the Limeledge Board of Trustees or authorized Executive Committee and satisfaction of grant/compliance requirements.

13. Contract Administration and Payment

- The final written agreement will incorporate the awarded package scope, accepted proposal, pricing, addenda, applicable CEEC grant-compliance requirements, and other required terms.
- The contractor must submit a schedule of values suitable for progress-payment review before the first payment application.
- Payment will be supported by invoices and documentation establishing that work has been performed/accepted and required grant/utilization documentation is current.
- No oral direction authorizes additional compensation. Changes affecting scope, price, schedule, or compliance must be documented and approved in writing before changed work begins whenever practicable.
- Material changes may require Board and/or DEC approval or additional competition.

- Final payment is subject to completion, inspection/acceptance, closeout documentation, warranties, final compliance records, and any other conditions stated in the final agreement.

14. Reservation of Rights

To the extent permitted by applicable law, grant requirements, and Limeledge Procurement Policy v1.1, Limeledge reserves the right to reject any or all proposals; cancel or resolicit; waive immaterial irregularities; request clarification; verify information; select one or more packages; make one or multiple awards; negotiate permitted contract details; reduce or defer additive alternates; and award the combination that Limeledge determines provides the best value while satisfying the approved CEEC Work Plan and available funding. Nothing in this RFP obligates Limeledge to make an award.

15. Proposal Checklist

☐	Cover letter and package selection
☐	Qualifications and comparable experience
☐	Three references
☐	Technical approach by package
☐	Key personnel and subcontractors
☐	Completed P-001 Proposal and Pricing Form
☐	Schedule
☐	Assumptions/exclusions and required design/permit notes
☐	MWBE/SDVOB participation information
☐	Insurance/licensing/registration capability information
☐	Signed certifications and addenda acknowledgements

Appendix A - Existing Conditions Photographs

The photographs below are provided as general existing-condition information derived from Limeledge's earlier contractor briefing. Captions have been neutralized for this solicitation. Photographs do not define quantities, means/methods, or the full scope and do not replace required site inspection.



Big Barn - exterior wall and stone foundation; deteriorated siding is visible.



Big Barn - exterior condition near foundation; vegetation/debris and deteriorated building envelope are visible.



Big Barn - exterior opening and lower wall/foundation area; proposer should inspect framing, opening, envelope, and access conditions.



Big Barn - attached milkhouse/exterior condition.



Red Barn - end elevation and existing exterior/side entry condition.



Red Barn - long elevation showing stone foundation/open lower-level areas and existing windows/openings.



Red Barn - oblique exterior view showing stone foundation and existing siding/openings.



Red Barn - opposite end elevation and existing door/opening configuration.

Appendix B - Proposal and Pricing Form

A separate editable P-001 Proposal and Pricing Form accompanies this RFP. Proposers must complete, sign, and return that form with the proposal. The form contains package pricing, schedule/values, subcontractor and certified-business information, assumptions/exclusions, references, addenda acknowledgement, and certifications.

Do not substitute a single combined estimate for the required package pricing. Supplemental contractor estimates are welcome, but the completed Limeledge pricing form controls comparison and award analysis.