Request for Proposals (RFP)

Geotechnical Exploration
Sandstoner Park Recreation Center – Village of Potsdam, NY

CONTACT
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Director of Planning and Economic Development
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315-265-1670

Deadline: March 20, 2026 1:00pm

PROJECT DESCRIPTION
The Village of Potsdam is evaluating the existing Sandstoner Park Recreation Center to determine the condition of the existing structure and viability of proposed renovations and expansion. Geotechnical services are required to evaluate subsurface conditions around the perimeter of the existing building and within potential future construction areas.

SCOPE
The selected geotechnical consultant shall provide the following services:

- Perform soil test borings and/or test pits sufficient to evaluate subsurface conditions for existing structural support and potential building additions. The consultant will coordinate subsurface exploration, as appropriate, with structural test pit locations provided.
- Conduct appropriate laboratory testing
- Observe and document groundwater conditions
- Prepare a geotechnical engineering report that includes:
    - Subsurface conditions and boring logs
    - Engineering recommendations related to foundation reuse, additions, and new construction
    - Earthwork, subgrade, and frost-related considerations
    - Construction considerations and limitations

COST PROPOSAL
Proposals must include:

- A lump sum fee or fee breakdown by task
- Assumptions and exclusions

PROPOSAL INSTRUCTIONS
Include:

- Brief description of approach

- Proposed scope and schedule
- Fee proposal
- Relevant experience

Questions may be directed to David Thurlow:
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315-265-1670

Submission Deadline: March 20, 2026 1:00pm
Submission Method: Email a single pdf to Georgine Scott, Village Clerk:
gscott@villageofpotsdamny.gov
Subject: Geotech Services Proposal Sandstoner Park

The Village of Potsdam is committed to providing real and substantial opportunities for certified Minority and Women-Owned Business Enterprises (MWBEs) on all State contracts. Minority and Women-Owned Business Enterprises are encouraged to respond.