Request for Proposals (RFP)

Regulated Building Materials (RBM) Survey Services
Sandstoner Park Recreation Center – 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.
The Village is seeking proposals from qualified firms to perform a Regulated Building Materials (RBM) survey to identify and assess regulated materials to support planning, renovation, maintenance, and regulatory compliance.

SCOPE
The consultant will:

- Conduct a full RBM survey in accordance with New York State and federal regulations.
- Identify, sample, and assess materials such as asbestos-containing materials (ACM), lead-based paint (LBP), PCBs, and other regulated or hazardous materials as applicable.
- Perform limited destructive investigation where necessary, including walls, floors, ceilings, mechanical, electrical, plumbing components, and specifically including core of roof assembly. All cores must be adequately patched to prevent environmental infiltration.
- Submit samples to a NYSDOH–certified laboratory for analysis.
- Provide a report documenting findings, laboratory results, quantities and conditions, photographic evidence, and recommendations for abatement or management.

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
- Cost proposal
- Relevant experience

Questions may be directed to David Thurlow:
dthurlow@villageofpotsdamny.gov
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: RBM 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.

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