



CITY OF AUBURN NEW YORK

“HISTORY’S HOMETOWN”

Design Services for the Auburn Public Safety Building

Addendum #1

Date Issued: January 30, 2020

The City of Auburn and Hueber-Breuer Construction Co Inc. (CM) have prepared responses to questions received in writing by 4pm on Wednesday January 29, 2020 within the allotted open question period. Please find attached the following documents:

- Proposed General Building Design Criteria
- Site Survey & Existing Utility Maps
- Phase I Environmental Site Assessment (ESA) Report
- SEQR Full Environmental Assessment Form
- Potential Bidder List as of 4pm Wednesday January 29th
- Excel Fee Proposal Form

All attached documents will be available for download at: <https://www.auburnny.gov/city-managers-office/bids/design-services-auburn-public-safety-building>

The City of Auburn has actively pursued the development of a new shared services fire and emergency operations station for several years, with several concepts and locations discussed. Please be advised that the City is in no way committed to any existing plans or layouts that may have been previously created. The City has purchased the property identified in the RFP and is committed to the project budget as identified in this addendum. The City is open to all potential design concepts that meet the Fire Departments needs within the project budget and timeline. The City has hired Hueber Breuer Construction Co., Inc. to manage the development and construction of this project. The City’s selection of the Hueber-Breuer team was based largely on their past successes of similar projects. Hueber- Breuer’s role on this project will be that of lead agent for the owner. They will manage all bidding, lead all project meetings, review all project documents for owner, and provide daily direction to all team members on behalf of the owner. They will provide full time on site supervision, and be the main point of contact for all prime

contractors. All prime contractors and design consultants will be required to use Pro Core for project document controls. HB will lead the Pro Core process. There are no fees associated with consultants or contractors use of Pro Core.

The RFP outlines a timeline and quantity of meetings to complete the bid documents. Please be advised that 5 meetings should accomplish this task, if additional meetings within the timeframe is required there will be no additional cost to the owner to complete the deign task.

Questions Received:

1. RFP 2.1 States completion date of March 2022. RFP 2.3 indicates Construction end date of August 2021. Please clarify.

The intent of this RFP is to solicit proposals that allow substantial construction completion by August 31, 2021. The March 2022 date is a deadline related strictly to funding and project closeout.

2. RFP 2.1 states total inclusive project budget is \$9,000,000. Please advise what portion of the total inclusive budget is reserved for construction? Are contingencies included in this amount?

The Total Budget for hard construction cost including contingencies is \$7.5 million.

3. RFP 2.1 states that a preliminary space needs analysis has been completed. Is this information available?

The preliminary space analysis was to determine the Projects square footage requirements only. The analysis confirms the existing structure of approximately 18,720 sq. feet and the balance in new construction totaling up to 30,000 sq. ft. will meet the needs of the City.

4. RFP 2.1 states estimated sq. ft. of 30,000. Please clarify what portion of the 30,000sf is new construction, what portion is renovation of existing buildings if any, and how much demolition is anticipated in the project.

The City of Auburn is open to all options; the City believes that budget constraints will demand as much of the existing building be utilized.

5. How is the 30,000sf divided up between the Fire Department and the Emergency Operations Center?

That information is not available at this time. It is anticipated that the EOC will be part of the Fire Department space.

6. RFP 2.1 indicates existing structure as 1970's era commercial structure. If any of the existing building is planned to be renovated and re-used, have any studies been performed regarding code compliance? A change of occupancy will likely require upgrading the existing structure to current codes and structural loading capacities, including the more stringent requirements of an essential facility. If present, has this been accounted for in the program/budget?

The successful Design Firm will be responsible for meeting all related NYS Building codes.

7. Has the City, during funding applications, completed an Environmental Assessment Form (EAF) for the proposed site? If so, please provide documentation.

See Attachment

8. Please clarify Hazardous Materials Scope of work for the Site and Existing Buildings as it pertains to the Design Team.

The City of Auburn does not have a Haz Mat Survey at this time. There is sufficient narrative in the Phase I ESA regarding the previous use and site conditions of the property outlined in the RFP.

9. RFP Page 7 states that "The Owner shall furnish a program setting forth the Owner's objectives, schedule, constraints, and criteria, including space requirements and relationships, special equipment, systems, and site requirements." Please provide this information.

Program details will be provided to the successful design firm.

10. RFP Section 3; C. 4; b; ii under Workforce Diversity Plan and MWBE Goals states "contractors are required to submit a work force utilization plan and proposed MWBE participation plan. The State has established an overall goal of 30% for Minority and Women-Owned Business Enterprises ("MWBE") participation"

Please clarify if the 30% goal is for Construction Contractors only, or if this also applies to the Design Team. If it applies to the Design Team, please specify percentage goal for the design portion of the project

The MWBE Goals apply to all Project participants. There is no specific value for the Design portion. The City encourages MWBE participation whenever possible. In addition to MWBE, Design Firms should work towards EEO contract goals of 10% Minority and 10% Female participation. There are no NYS certified service-disabled veteran-owned business requirements as part of this RFP.

11. There are some Tasks listed in the RFP under design and construction that could normally fall under CM responsibilities. Is a copy of the CM Contract available so we can ensure cost for tasks are not unnecessarily included in both the CM and Design Teams fees?

The form of contract for Hueber-Breuer Construction in the AIA Document c132-2009. A detailed scope of Hueber-Breuer's role is contained in this Addendum.

12. This project will require Special Inspections, Commissioning and Construction Testing. Please confirm the City will be procuring these services and the Design Team is only responsible for providing specifications and support through the Construction Submittal process.

This statement is correct.

13. RFP 2.1 states that the project site is at 31 Seminary Street (tax parcel 116.37-1-14) which is 2.20 acres in size. A review of Cayuga County Real Properties indicates that the existing commercial building occupying the site also spans the adjacent parcel to the east (tax parcel 116.37-1-15) which is 1 acre in size. Please confirm the limits of the project site. If the site is only tax parcel 116.37-1-14 what is the plan for the existing building which appears to span two parcels?

See Attachment

14. The site is zoned Downtown (D) according to the City of Auburn Zoning Code. Does the City anticipate that the site will require rezoning to accommodate the proposed project?

No

15. Has the City determined the required minimum parking spaces for the project?

No

16. RFP 2.1 indicates the project site is in the Auburn SPARKS Brownfield Opportunity Area. Please clarify if the site has been the subject of remediation for hazardous waste, and if so, to what extent is the A/E consultant required to participate in environmental mitigation efforts?

There are no requirements in the RFP relating to site environmental. – See EAF

17. The site is contiguous to a historical site/building (Willard Chapel). To what extent is the A/E consultant responsible for consultation and approvals from SHPO and local Preservation Committees?

There are no local Preservation Committee approvals needed for this project. The Design Team will be responsible for a project submittal in the NYS Cultural Resource Information System (CRIS) for review and Section 14.09 compliance.

18. Site disturbance is anticipated to be greater than 1 acre in size. Please clarify if the A/E consultant will be responsible for completing a Stormwater Pollution Plan, preparation of SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-15-002) and weekly SWPPP inspections.

The Design Team will be responsible for all activities listed above as required.

19. Is the Design Team responsible for providing As-Built Drawings based on contractor redlines at project completion?

No

20. With Monday, January 27th set for the Site Walk-thru and Wednesday, January 29th set for the last day for RFI's that assume the City would issue RFI responses by Friday, January 31st or Monday, February 3rd to all proposers. That only leaves 2 days to complete the proposal and mail out to be received on time. Given the tight timelines presented above, can the City entertain moving the Due Date out one (1) week to February 13th based on the short, remaining timeline described above?

No - Due date is February 6, 2020 per the RFP.

21. Are existing Site Surveys or Site Geotechnical information available to help ascertain potential site limitations/deficiencies?

See attached Site Survey. There is no Geotechnical Information available.

22. Have any initial attempts been undertaken regarding potential environmental concerns for the site?

Please refer to attached SEQRA EAF.

23. Will the Owner's Construction Manager be responsible for generating project construction cost estimates throughout the programming, schematic, design development and construction document stages of the project?

Yes

24. The RFP calls for five (5) meetings during DD Phase with City and project stakeholders. Can some of these later, recap-type meetings be considered web-based meetings?

No

25. Page 11 of the RFP calls for the “Architect shall assist the City in making application[s] for all required permits” in *Building Department Plan Review/Approval* opening sentence. It is our normal course of action to assist the Owner in attaining the General Building Permit and requiring (via specific references in the Division 01 Specifications) the Prime Contractors to files for and attain all other project-related permits. Is the RFP version correct or can the suggested approach be used?
Building permit assistance will be required, all MEP permits will be by Prime Contractors performing the work.
26. Which party will act as “lead” in the Bidding process; the Architect or the Owner’s Construction Manager? It is understood that both parties will work as a team to expedite the process but the lead party should be identified.
Hueber-Breuer will act as the Owners Representative and be lead party in the Bidding process.
27. Page 12 of the RFP under *Contract Documents* section talks about the “four (4) prime contractors”. We generally see the General Construction Contractor (GCC), the Plumbing Contractor (PC), the Mechanical Contractor (MC), the Electrical Contractor (EC) and the Fire Sprinkler Contractor (FSC) totaling five (5) Primes. Is this an error in the RFP or if not, please advise which of the listed 5 primes will be combined into a single primes scope.
Final scope delegation is not complete at this time; Design Firms shall be prepared to develop up to 6 Bid packages as determined by Construction Manager.
28. Can the Fee Proposal Form be provided in Microsoft Excel format, if available?
See Attachment
29. How many fire trucks and emergency vehicles will be housed at this location?
6 large apparatus and 6 support vehicles
30. How many bays will be need for fire trucks?
See answer to Question 29
31. How many bays will be need for EMT vehicles?
See answer to Question 29
32. Please provide maximum heights and weights or models of fire trucks and EMT vehicles.
Overhead doors to be 14’ x 14’, slab to be reinforced 8-inch slab.
33. Please confirm that the CM is responsible for estimates, with support from A/E as required.
This statement is correct.

34. Will truck maintenance be performed onsite and if so is an oil/water separator required?
Oil Water separator will be required.
35. It was mentioned at the walkthrough that the City of Auburn was conducting a land survey to identify above ground utilities. Will the City also be providing underground utility information?
Yes - see attached site survey and utility maps
36. Please provide any available existing drawings.
See Site Survey and Utility Maps.
37. Please provide floor to deck heights and bottom of structure heights at 31 Seminary Street.
Not available at this time
38. It was mentioned at the walkthrough that future expansion is a possibility. What services would be looking to relocated to this new facility?
Emergency Operations Center will occupy a portion of the space at some time.
39. I have a question/concern. RFP Item 2.6, Construction Administration, Clause "Contract Documents" states that the Architect shall give each Prime Contractor a digital, reproducible set of contract documents. This requirement could be detrimental to our Copyright and could cause design issues if a contractor makes an inadvertent change to the documents. Generally, contractors only need access to select portions of the documents to develop their shop drawings and submittals.
The access to the digital documents shall be limited to those needed for submittals and MEP coordination. Also, plan to provide pdf format of all documents, as required.
40. What is the Square Footage of the Existing Structure?
Approximately 18,720 SF
41. Will all the existing structure be used for Office and Classroom space?
That is still to be determined.
42. RFP Page 7; 1st para; references services provided by owner as Telecommunications/data design, Systems furniture design and installation, Access Control and CCTV. Please confirm Design Services for these systems are not required and that the City will be providing.
This statement is correct – those services will be designed and procured by owner
43. Could we receive a copy of the preliminary space needs analysis that has been completed as referenced in the RFP?
See copy of Proposed General Building Design Criteria.

44. Qualifications Criteria – 1.c.iii on page 16: The RFP requests three contacts for the client on each representative project. Are you requesting three contacts on the client side for each project or is that three contacts from our firm that were part of the project?
We are requesting 3 contacts on the client side for each project.
45. Can we please get a copy of the walk-through attendee list?
Provided on the City of Auburn Bid web site.
46. Can we get a copy of all information previously prepared regarding space program, layouts, cost?
See attached
47. Are there any existing drawings of the site and building available? As well as floor plans of the existing fire station to be relocated to this site?
Site survey attached, no other drawings are available.
48. On page 12 of the RFP, can you please clarify what the four prime contracts are?
Our intent is to release a minimum of four, possibly up to 6 bid packages. Minimally they would include General Construction, Electrical, Plumbing/Sprinkler, and HVAC. Selective Demolition and Abatement are potential additional Prime Contracts.
49. Page 10 of the RFP, do we need to submit complete specifications and engineering calculations for permit at the DD phase, or do we only need to provide outline specifications and cut sheets as listed on page 9 under DD requirements?
Please refer to page 9 for DD requirements.
50. Will offsite improvements be part of the project scope?
No
51. Will the City be conducting a structural survey of the existing 19,000 sf building or should we include that survey in our scope of work?
Please include in your scope, City will not provide any structural surveys.
52. You mention that Geotechnical services shall be provided by the Architect. Do you intend that the architect hire the contractor to do the on-site work (test pits, borings, probes?)
Yes
53. The RFP is not clear how much information you would like us to include on our sub consultants in our proposal. Should we include key personnel resumes, firm profile, and relevant experience for each team member, or only for the architect / prime consultant?
Please provide full information for all consultants.

54. Should sub consultants complete the required Statement of Sexual Harassment Certification, Non-Collusive Bidding Certification, and Qualifications References, or is that only for the prime consultant?

Prime Consultant Only.

55. Would you like us to provide FF&E services (furniture layout and specifications?) What about procurement of FF&E?

All FFE services will be by owner.

56. The DRI shows a project cost of \$12 M, but the RFP states \$9M, can you confirm the total project budget?

The City of Auburn City Council has authorized a \$9 million budget for the completion of this project. See question 2 regarding construction budget.