



Erie County Medical Center Corporation  
RFP # 21728  
Addendum Number 1

## **Erie County Medical Center Corporation**

Addendum Number 1 to RFP # 21728

# ARCHITECTURAL / ENGINEERING SERVICES FOR: MEP SYSTEMS / ELEVATOR IMPROVEMENTS / PUBLIC ELEVATOR LOBBY RENOVATIONS /MISC. SMALL PROJECTS

The deadline for submission still remains:

**Wednesday, December 6, 2017 at 11 a.m. EST.**

The following items are being added or amended in the RFP requirements and scope of work.

- Page 5 of the RFP, item 9. ECMCC adds the following sentence: “This will include relevant projects that show direct experience on transferring and coordinating (between existing and new MEP systems), critical equipment replacements, utility shutdowns and temporary cross overs to maintain the owners 24/7 operations.”
- Page 5 of the RFP. ECMCC adds the following as Item #10 to the Scope Of Services Section: “Item #10. The respondent shall provide an hourly rate for updating and maintaining ECMCC’s Statement of Conditions documentation. Existing PDF files will be made available to the successful respondent. The hourly rate shall include PM and CAD time for drawing development. After award, a task specific fee may be negotiated with the respondent based on the hourly rate that’s been provided.”
- Appendix (C) – The Fee Structure Form is revised. Respondents should use the form attached to this this addendum in their responses.

The following questions were submitted to the Designated Contact: **(See ECMC Responses in RED).**

1. In addition to the fee schedule for future projects, we will be providing a fee to review, evaluate and classify existing condition. In addition to this are there any projects (ie actual elevator replacement or the elevator lobby project) which should have design and construction admin fee’s included within the proposal?



The fee structure form has been modified to include a section for a lump sum fee for the (evaluation, classification & prioritization) scope of work associated with MEP System Improvements & Elevator Improvements. Design & construction administration fees should be included in all potential project (contracted values) as listed on the fee schedule form.

2. Please provide square footage for each building and number of floors.  
Main Hospital - 918,590 sf (13) levels plus partial penthouse.  
Lab Building – 86,973 sf (3) levels  
DK Miller Building - 44,916 sf (5) levels  
Boiler chiller plant - 22,000 sf  
Family Health - 18,800 sf (1) level  
Grounds Building - approx. - 9,000 sf (1) level (it's part of the carpenters shop building)
3. Please provide architectural drawings if available.  
ECMC statement of condition drawings will be made available after award. See question #27's response.
4. Are MEP drawings available for the buildings or will we have to base survey all systems?  
See question #27's response.
5. Do you have an example of the level of detail you would like for the MEP system evaluation?  
No, but at minimum the evaluation should include: a brief summary of the system / equipment being evaluated, the age of the current installation and projected lifespan, a numerical rating of the existing conditions / equipment (from excellent to poor), and identification of any deficient code issues. Repair and/or replacement recommendations should be included as well as expected lead times for new equipment. Repair / replacement construction cost information will also be required. The entire document should be issued as a final report for construction project development with inventory / mapping data (by building/area/ floor level) for tracking purposes of scope.
6. Who is the existing vendor for the pneumatic tube system?  
Swisslog Healthcare Solutions (North America), phone 1-610-691-0994
7. What scope should be included for ECMC signage?  
As noted in the RFP, any new signage scope will be associated with elevator replacements and elevator lobby renovations as well as any small project renovations. An hourly rate for signage design services (for small projects other than the elevator lobbies) will be added to the fee structure sheet.
8. Should the accent lighting be replaced in kind or should new lighting design be included?  
ECMC would like the successful respondent to make design recommendations on how the exterior look of the Main tower could be enhanced by supplemental energy efficient accent lighting.
9. Will the updated site utility plan be based on existing drawings only or will a comprehensive survey be required?



The updated site utility plan will be comprised of both (existing drawings & new survey work). See site utility documentation scope on page 5 of the RFP. The respondents shall also include a \$50,000 allowance within their proposed (review, evaluation, prioritization) MEP / Elevator lump sum Fee for a campus site survey drawing which will include underground utility locations. This allowance will be used for the respondents sub consultant supplemental survey work.

10. What commissioning scope has to be included? Does it have to be an independent agent or can the engineer of record provide commissioning services?

Any new large pieces of MEP or Elevator equipment as well as any new MEP system installations shall be commissioned. An Independent NYSERDA certified commissioning agent shall be used.

11. Do you require a line item breakdown of the fee/cost proposal? Are there any specific line items ECMC would like us to include? Do you have an example?

See response to question #1.

12. Would we be correct to consider the review, evaluate, and classify existing conditions phase to be considered "pre-schematic" since this effort does not directly relate to what may be included in the anticipated projects eventually to be designed? If this is the case, would we then consider this effort to be a reimbursable expense or should we provide a fee budget for this scope?

Yes, this would be pre-schematic design work. See response to question #1.

13. Section 4.C.4. Indicates that an independent commissioning agent would be included as part of the standard service scope identified in the Proposer's fee. Because the project(s) have yet to be defined, the commissioning efforts could vary significantly making it difficult to determine a value at this time. Considering this, can the independent commissioning agent be considered a reimbursable expense once the scope of work is defined?

No, independent commissioning services shall be included in the respondent's proposed fee's for all of the contracted values listed in the fee sheet beyond \$1,000,000. Commissioning services shall be performed in accordance with NYS code and JCI guidelines.

14. Page 2 - RFP Schedule lists anticipated contract award as tbd. There is no mention of in person presentation as mention in article 6 on page 8. Is there an anticipated time frame for these presentations?

Presentations at ECMC are tentatively scheduled for 12/18/17.

15. Page 4 – Specialty Systems – Building Management Service Network Design. Are there any parameters from ECMC HIS on the requirements of the new stand-alone class A system that need to be incorporated?

A survey of the existing plant operations BMS network will be required as part of this RFP. Final system design parameters will be further determined after award.

16. Page 4 – BIM Modeling – Is there a level of BIM modeling that is required (See AIA G202)? Will it vary by project?

The level of BIM modeling will vary by the complexity of the project / system. The level of development is anticipated to be LOD 300.



17. Page 5 – “Costs associated with equipment purchases made directly by ECMC shall also be excluded”. Is any equipment anticipated to be purchased by ECMC?

No major ECMC equipment purchases are anticipated within this RFP, though a small amount of furniture may be purchased associated with the elevator lobby renovations.

18. Page 9 – Article 7.2 Utilization Plans notes that MWBE and / or SDVOB Utilization goals apply to this RFP.

- a. During the mandatory conference call we were informed that the requirements for the project are 20% MBE, 10% WBE and 6% SDVOB. Are these requirements or goals?

As stated in Exhibit A, Sections II and IX, these are requirements.

19. Appendix B Insurance Requirements 1.5 Cyber Liability “In some Circumstances cover to include...” Do any of these circumstances exist for this project?

No, cyber liability coverage will not be required by the successful respondent on this project.

20. Page A-1 Exhibit A II. MWBE Contract Requirements article A: “... ECMCC hereby establishes and overall goal of...”

- a. Please clarify if these goals / requirements apply for an overall goal (all projects bid under this RFP together) or if they apply on a project by project basis.

The goals apply to the entire contract awarded under the RFP as a whole, not necessarily on each individual project under the contract.

21. Page A-1 Exhibit A II. MWBE Contract Requirements article B and Page A-6 Exhibit A VII SDVOB Contract Requirements article A: “...respondent is encouraged to contact ECMCC’s MWBE Coordinator...” Is this permissible? Page 1 notes that all contact is limited to the designated contact of Ms. Sarina Rohloff, RFP / IFB Coordinator.

Yes, you may contact Ms. Janique Curry at (716) 898-4947 with questions only pertaining to SDVOB or M/WBE requirements.

22. Page A-2 Exhibit A III. MWBE Utilization Plans Article A: “Respondents must submit a fully-executed MWBE utilization plan, attached as Exhibit A-1, at the time of the proposal submission....

- a. Item #4 indicates to provide “the percentage, or if known the actual dollar amounts to be paid...” As the scope of work on the projects is not known, and therefore the scope of work for sub-consultants is not known, how are we to determine the required percentages?

MWBE and SDVOB Subcontractors should complement the primes work in the categories of ARCHITECTURAL / ENGINEERING SERVICES for MEP SYSTEMS / ELEVATOR IMPROVEMENTS / PUBLIC ELEVATOR LOBBY RENOVATIONS / MISC. SMALL PROJECTS.

Primes should assemble a team of MWBEs and SDVOBs that they can work with to meet the overall project goals.



When the project specific scope is determined, the prime contractor will need to revise the utilization plan submitted with a dollar value based on the work.

Therefore boxes 1-4 are to be filled out and subcontractors need to be listed. Any changes to subcontractors **must be approved** by ECMCC before work can begin.

23. Page A-3 Article G and Page A-6 Exhibit A VII SDVOB Contract Requirements article B notes “Respondents must document “good faith Efforts” to provide meaningful participation....” During the mandatory conference call we were informed that the requirements for the project are 20% MBE, 10% WBE and 6% SDVOB. Will good faith efforts be reviewed and permitted?

Good faith efforts are required under the law to be documented by all respondents, regardless of award. They are not to be viewed as a substitute for actually obtaining M/WBE and SDVOB participation. Waivers may be considered by ECMCC at its discretion, but the standard for obtaining a waiver is very high. Both permission to submit a waiver request and granting of that waiver are at ECMCC’s sole discretion. (see attached Good Faith and Waiver Request )

24. Page A-6 Exhibit A II. SDVOB Contract Requirements article A: “... ECMCC hereby establishes and overall requirement of...”
- a. Please clarify if this requirement applies for an overall requirement (all projects bid under this RFP together) or if they apply on a project by project basis.

Please refer to the answer to question #20, which applies here as well.

25. Page A-6 Exhibit A VIII. SDVOB Utilization Plans Article A: “Respondents must submit a fully-executed SDVOB utilization plan, attached as Exhibit A-a, at the time of the proposal submission....

Item #3 indicates to provide “the percentage, or if known the actual dollar amounts to be paid...” As the scope of work on the projects is not known, and therefore the scope of work for sub-consultants is not known, how are we to determine the required percentages? Please refer to the answer to question #22, which applies here as well.

26. Regarding Exhibit A-1 and A-2 M/WBE and SDVOB Utilization Plan: Since the scope of work has not yet been defined, we intend to identify various subcontractors anticipated to be part of the team, but completion of the form will ultimately depend on the actual scope of work and project value. Is it acceptable to list “TBD” for #5 Dollar Value?

If dollar value is undetermined, then percentages must be listed based on the capabilities of the firm chosen. Please refer to the answer to question #22, which applies here as well.

27. Does the facility have existing MEP drawings for our use during design?

The original building (1971-1976) construction documents will be available to the successful respondent. Background information is also available within ECMCC’s statement of condition drawings.

28. As the contract requires BIM for MEP design, does the facility have BIM models of the architectural and potentially MEP for our use or do we have to start from scratch?

No, the respondent team will need to develop their own BIM Models.



29. Do we have to design the projects for EO88 or EO111 compliance for sustainable design?

ECMCC is subject to any executive orders applicable to public benefit corporations the majority of whose boards are appointed by the governor, including the two orders mentioned above. However, there may be other more recent executive orders that may override or supplement the above as well.

30. As the project will be managed by CM, what will our role be in CA phase and how many meetings are we obligated to attend?

The AE team will be expected to provide weekly site observations reports to the owner & CM, respond to RFI's, review and comment on submittals. The AE team will also be required to attend Bi-weekly onsite construction progress meetings as well as any Pre-installation conference meetings. Also-see page 4 of the RFP, item #4.

31. Will our Commissioning agent be performing a fundamental level commissioning or enhanced level commissioning?

Commissioning will be performed in accordance with NYS Building code & NYSERDA guidelines.

32. Will the design fee be based upon DD level cost estimates as is the standard with most agencies or will it be adjusted against contractor bids?

See Page 5 of the RFP, item B2.

33. Can we get a list of attendees of the pre-proposal conference call?

No, however ECMC will publish a list of firms that submitted an intent to respond to this RFP. These will be published on the ECMC website and on the NYS Contract Reporter.

**Appendix C (Revised)**

PROPOSING FIRM: \_\_\_\_\_ ECMCC RFP#: \_\_\_\_\_

**ARCHITECTURAL & ENGINEERING SERVICES**

PROPOSED FEE STRUCTURE FOR:

VARYING SIZED FUTURE PROJECTS

**MEP SYSTEMS IMPROVEMENTS - ELEVATOR IMPROVEMENTS -  
PUBLIC ELEVATOR LOBBY RENOVATIONS – MISC. SMALL PROJECTS**

PROJECT SPECIFIC CONTRACTED VALUE RANGE	SCHEMATIC DESIGN THROUGH CONSTRUCTION ADMINISTRATION % OF CONTRACTED VALUE
\$5,000 - \$500,000	
\$500,000 - \$1,000,000	
\$1,000,000 - \$5,000,000	
\$10,000,000 - \$20,000,000	
\$20,000,000 - \$30,000,000	
\$30,000,000 - \$40,000,000	

Lump sum fee for (evaluation, classification & prioritization) of existing MEP systems & Elevators. This fee includes the \$50,000 dollar site survey / utility drawing allowance.	
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\*\*Hourly Rate for Maintaining Owners- Statement Of Conditions documentation \_\_\_\_\_.

\*\*Hourly Rate for signage & wayfinding design work on misc. small projects \_\_\_\_\_.

**PROPOSED REIMBURSABLE EXPENSES**

Reimbursable Expenses for the purposes of this RFP are recognized as a variable which will be negotiated based upon the eventual scope and extent of the required design services for this individual project. Qualify in the space provided below or on supplemental sheet(s) as may be necessary, any items or services specifically excluded from your above referenced service fee percentage, those which shall billed separately should such items or services become necessary.

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