

ONONDAGA COUNTY *Parks*

106 Lake Drive
Liverpool, NY 13088
(315) 451-PARK
Fax: (315) 457-3681
OnondagaCountyParks.com

Joanne M. Mahoney
County Executive

William Lansley
Commissioner

January 31, 2012

Attention:

Subject: Request for Proposal #12-6900-001
Onondaga County Parks Department
Capital Projects Lead Engineer/ Architect/ Project
Manager/Owners Project Representative Services

Dear Vendor:

This addendum includes three sections and includes related attachments:

1. Changes to and/or clarification of the RFP Document.
2. January 25th, 2012 Pre-Proposal Meeting Notes.
3. Answers to Vendor Questions. (Several Vendors have asked the same questions and each question is only answered once. All vendor specific information has been redacted from the questions).

All proposals for RFP # 12-6900-001 Capital Projects Lead Engineer/ Architect/Project Manager/Owners Project Representative Services must be received by 4:00 P.M. February 10th, 2012 as per delivery instructions in the RFP. Late Proposals will not be accepted.

Sincerely,



Robert Ellis
Director of Operations
Onondaga County Parks

Enclosures:

- Changes to and/or clarifications of the RFP document
- January 25, 2012 Pre-proposal meeting notes
- Answers to Vendor's questions
- Attachment "E"

CHANGES TO AND/OR CLARIFICATIONS OF THE RFP DOCUMENT

January 31, 2012

1. INTRODUCTION AND INSTRUCTIONS

1.3.1 Clarification:

“Electronic copy” shall be a CD or Flash Drive.

1.5.5 Add.

“AIA Document B 141 1987 Edition will be incorporated in the form of agreement together with Onondaga County Modifications of that document.

7. SCOPE OF SERVICE-Add

7.1.2 “Projects” and “Descriptions” included in Attachments “A”, “B”, and “C” were taken from observations of field personnel. It will be the vendor’s responsibility to confirm the nature of each project with the county, revise the description as appropriate and proceed with services accordingly.

7.4 and 7.7.5 Add this clarification:

This RFP is meant to be for services of project management, design and owners project representative services. It is the County's intent to hire one vendor to, in consideration of attachment “A” and “C”, provide project management, design and owners project representative services for the work outlined in attachment “B”, and in accordance with section 7.4. Onondaga County may award all parts to the same vendor or to separate vendors at its sole discretion. Onondaga County will not separate projects by discipline, nor seek separate project management and design RFP responses. In order for your submission to be deemed responsive to this RFP, we strongly encourage interested parties to bid project management, design services, and owners project representative services together. Any responses limited to design services for specific projects will be deemed non-responsive.

7.7.5 Delete:

The words “ separate pricing” and substitute the words “information pricing”.

ATTACHMENT “B”

Beaver Lake Item 4 should be incorporated in item 7 (assessment) study.

Carpenter’s Brook Items 2,5, and 6 should be incorporated in an (assessment) study of the existing buildings involved.

Veterans Memorial & Loomis Hill Cemeteries item 2 should be incorporated in a (master plan for expansion) study.

Highland Forest item 3 deliverable shall be a (program statement, conceptual site and structure(s) plans, and budget estimate) study.

Studies should be sufficiently complete to allow for budget estimates. Further work on the studies may be undertaken only as authorized by the county.

MEETING NOTES:

Request for Proposal #12-6900-001

Onondaga County Parks Department

Capital Projects Lead Engineer/Architect/Project Manager/Owners Project

Representative Services

January 31, 2012

Meeting Date: January 25, 2012, 1:00 P.M.

Location: Onondaga County Department of Parks and Recreation Administration

Attendees:

Onondaga County: Justin Sayles, Brian Kelly, Nate Stevens, John Eallonardo, Bob Ellis

Vendors: See enclosed sign in sheet

Notes:

1. Bob Ellis introduced county attendees.
2. Bob Ellis described the items that consisted of a complete the RFP.
3. Bob Ellis identified the individual units of the complete project appropriations:
 - A. Preventive Maintenance
 - 1) Zoo -\$500,000 total
 - 2) Parks Main Office-\$320,000 total
 - 3) All other Parks \$3,000,000
 - B. Paving- \$4,200,000 total
4. Bob Ellis explained that some " ATTACHMENT A" items and their respective budgets would not be included in the work of this RFP's selected vendor.
5. Bob Ellis reviewed key dates to include those contained in the RFP and the desired completion date of all projects. (No later than Dec. 31, 2012 unless otherwise agreeable to the county).
6. Bob Ellis Explained "ATTACHMENT A" abbreviations:
 1. A&E- Architecture and Engineering.
 2. PS-Park Superintendent
 3. TS-Technical Services (county parks trades people)
 4. Fac- Facilities Management (including their trades people)
 5. I.T.- Onondaga County Information Technology (office and field staff)
 6. S&W-Stearns and Wheeler fuel tank projects
 7. WEP-Onondaga County Water Environment Protection
7. John Eallonardo reviewed likely addendum topics to include:
 1. Inclusion of information regarding form of agreement.
 2. County authorization requirements.
 3. Budget explanation.
 4. Identification of projects (and related projects) requiring "Study" component.
 5. Clarification of proposal/pricing requirements.
 8. John Eallonardo reviewed "ATTACHMENT "B" budget information as follows:
 1. Budget estimate column-appropriated funds for identified projects.
 2. Budget Adjustment Column-potential additional budgets for identified project (note not all project lines have budgets but still require vendor services).

9. John Eallonardo explained that dollar values of projects requiring vendor services could be determined adding the values of both budget columns on ATTACHMENT "B" plus a value (identified by the vendor) for those items that were either blank or noted as "estimate needed".
10. John Eallonardo explained that after budgets had been established for all project items (including those items not requiring vendor services) projects to move forward would be selected and that some of those with budgets, blanks, or "estimate needed" in the budget adjustment column might be selected due to appropriated projects (budget estimate column) being re-budgeted at a revised lower cost or deleted.
11. John Eallonardo indicated that all budgets include fees and reimbursable expenses.
12. Nate Stevens explained the following: Onondaga County is very heavily involved in going green. The Save the Rain Program is a major initiative of the County Executive and throughout this project, many items that are repaired or built will have a green component. Given the County's interest in green infrastructure, it is expected that many if not all of the projects have a green component to them.
13. Nate Stevens explained the following: Availability, Operation, and Timeline: Onondaga County expects to move extremely quickly regarding these projects. The goal is to have most of these underway in 2012.
14. The following questions were asked and will be answered in the addendum containing these meeting notes:
 1. What are the county's thoughts regarding doing construction work via task order contracts?
 2. Does the county require that vendors propose fees per item?
 3. Does the county require that potential sub-consultants be identified?

Cc: Meeting attendees

Onondaga County Parks Department, Capital Projects Lead Engineer/Architect/Project Manager/Owner Project Representative Services
 Pre-Proposal Meeting January 25, 2012

Attendance Sheet:

Name	Company	Address	Telephone #	Fax #	e-mail address	
Bob Ellis	Onondaga County Parks	106 Lake Dr. Liverpool NY 13088	457-7275 ext 105	457-3681	bbellis@ongov.net	
Joseph Dadd	GHD	One Remington Park Dr. 13035	315-679-5780	315-679-5801	jessph.dadd@ghd.com	
TIMOTHY EBNER	Bonacci Arch. PLLC.	6320 Fly Road E. Syr.	19057	315.437.2636	315.463.8038	tf@bonacci-arch.com
VINCENT PETTIZAK	APPEL-OSBORNE	102 WEST AVISION ST. SYR		476 1000	479-7573	vpietraker@pettizo.com
PETER PAUMPER	"	"	"	"	"	PAUMPER@APPEL-OSBORNE.COM
JIM HEIB	C.S.	499 Col. F. ...		455-2000	455-2000	jheib@cs.com
Rick Clonan	CTS	"	"	"	"	rclonan@cs.com
Chris Schmitt	COM Smith	1 General Motors Drive, Syracuse, NY 13206	434-3200	434-3200	463-5100	schmitt@comsmith.com
Bob Kukuksberger	COM Smith	1 General Motors Dr., Syracuse NY 13206	434-3234	463-5100	463-5100	Kukuksberger@comsmith.com
Rocco Poose	CRISONI ASSOCIATES	843 W. HIAWATHA		454-6000	454-6000	RPOOSE@CRISONI.COM
GAIL JAMUZZI	"	"	"	4622	4622	GJAMUZZI@CRISONI.COM
Nancy Edwards	Shumaker Engineering	143 Court St., Bing NY 13901		607-798-8081		nedwards@shumaker.com
Mona Carbonel	CHA	Powers Bldg 14 W Main St Rich 14614		585 4622440		MCarbonel@chacompanies.com
Laura Cassalia	CHA	441 South Salina St Syr. 13202		315-471-3920		lcassalia@chacompanies.com
JEFF REISS	CHS	499 Col. F. ...		315-455-2000		jreiss@chacompanies.com
Doug Brackett	edr Companies	217 Montgomery St., Syr.		315-471-0688		dbrackett@edr.companies.com
DAVE MCNEIL	GRK Design	450 S. SAUNA ST., SYR		315 472 7806		dmcneil@grkdesign.com

Ontario County Parks Department, Capital Projects Lead Engineer/Architect/Project Manager/Owner Project Representative Services
 Pre-Proposal Meeting January 25, 2012

Attendance Sheet:

Name	Company	Address	Telephone #	Fax #	e-mail address
David Harding	QPK Design	450 South Selma St Syr 13202	472-7806	472-7800	dharding@qpkdesign.com
Eric Hoslam	CRA	109 S. Warren St Syr. 13202	440-9730		ehoslam@CRAworld.com
LARRY REINHEART		18438 US 11, WATERTOWN, NY 13601	782-0074	782-5159	LREINHEART@ESTRECON.CO
Michael Ramos		18438 US Route 11 Watertown, NY 13601	782-0074	782-5159	mmramos@betterring.co
ZO HAGGERTY	C&S	499 Col. Eileen Collins Blvd, Syracuse 13212	703-4274	455-2000	ehaggerty@cscoos.co
JOHN DONOHUE	BFL	290 ELWOOD DAVIS RD LIVERPOOL, NY 13088	457-5200	451-0052	JDONOHUE@NATIONALGUIDANCE.COM
MATT FULLER	BL	290 ELWOOD DAVIS RD LIVERPOOL, NY 13088	457-5200	451-0052	mfuller@BarbaraandCompany.com
JIM LAIRD	LAIRDLA	8613 SMOKEY HOLLOW RD B'VILLE 13027	(315) 857-5183		jim@LAIRDLA.COM
MATTHEW MAEKO	CH2M HILL	430 S. GENESEE ST, LIVERPOOL, NY 13088	315-345-1440		mmmaeko@ch2m.com

ANSWERS TO VENDOR'S QUESTIONS

- 1.) Question: What are the County's thoughts regarding doing construction work via task order contracts?
Answer: Onondaga County refers to "task order contracts" as "term contracts". The County has a number of such contracts and would consider utilizing them or, developing others that it may enter into through this project, to accomplish the work.
- 2.) Question: Does the County require that vendors propose fees per item?
Answer: No, see changes to and/or clarifications of the RFP document.
- 3.) Question: Does the County require that potential sub-consultants be identified?
Answer: No.
- 4.) Question: Are there specific M/WBE goals (%) for this project?
Answer: M/WBE requirements are set forth within the RFP.
- 5.) Question: Will County Purchasing handle procurement of all the Construction Contracts?
Answer: See attachment "E" for instructions to Architects from Purchasing (Scope of Services for Bid and Contract Preparation).
- 6.) Question: Are there useful electronic (AutoCAD) files available for the Sites and Buildings (Site/Civil, Topo/Surveys, Building) and is there a drawing list that can be shared?
Answer: The County is unable to provide reliable information at this time. Subsequent to selection the vendor and County Parks will review Parks files for applicable information as appropriate.
- 7.) Question: Can the County provide information on when the project budget estimates were developed, and have they been escalated to 2012 dollars?
Answer: Budgeting began on the "Origination Date" noted in attachments "A", "B" & "C". They were last reviewed/revised in September of 2011 in 2011 dollars.
- 8.) Question: Several questions were asked at the pre-submittal meeting, regarding the type/approach to the pricing structure that the consultants are to submit. Is it the intent of the County to consider the variety of approach/fee responses that you receive, and then select a consultant that best fits with the County's program?
Answer: See change to and/or clarifications of the RFP document. Also see RFP 8. Evaluation Methodology.
- 9.) Question: If the answer is no to the previous question, and you are looking for prescribed fee submittal format, can the County provide a fee pricing sheet that reflects the RFP requirements?
Answer: See question #8.
- 10.) Question: Are the listing of projects (Attachment A, B, C) available in Excel format?
Answer: Yes
- 11.) Question: Will the assigned Program Manager be responsible to oversee the development, scheduling and progress of projects not involving A&E services? For example, a roof replacement is identified at the Beaver Lake Nature Center and assigned to PS – Park Superintendent.

Answer: At this time it is not anticipated that the vendor will be responsible for providing services for projects not listed in attachment "B".

- 12.) Question: There are several identified projects that indicate "Estimate Needed". Who will be responsible to prepare these estimates if the project does not identify A&E involvement? When the estimate is determined, where does the money come from to fund the project?

Answer: At this time it is not anticipated that the vendor will be responsible for preparing these estimates. They will be compiled by the County from various sources. It is possible that these projects will be funded with savings or the re-prioritizing of other projects including those involved in the A&E services.

- 13.) Question: Clarification please. We are assuming that the fee proposal should be broken up in the following sections:

- Fee for A&E for Preventative Maintenance (Attachment A)
- Fee for A&E for Paving (Attachment C)
- Fee for A&E for both Preventative Maintenance (Attachment A) and Paving (Attachment B)
- Fee for PM (manages all projects, A&E, PS, DOT, Fac, etc. that are listed in Attachments A and C)
- Fee for Owner's Rep for Preventative Maintenance (Attachment A)
- Fee for Owner's Rep for Paving (Attachment C)
- Fee for Owner's Rep for both Preventative Maintenance (Attachment A) and Paving (Attachment B)

Answer: See answers to questions #8, #11 and the RFP item 7.7.5

- 14.) Question: Clarification please. We are assuming the role of program manager will be as the owner representative responsible for facilitating a collaborative environment between the design professionals and the contractor. The program manager will endeavor to maintain project schedules and construction budgets.

Answer: Clarification see RFP section 3.2.3.5

- 15.) Question: Is the A&E responsible for construction inspection?

Answer: "Construction Inspection" shall be defined as the work of the Owner's Project Representative and shall be the responsibility of the vendor selected for such services.

- 16.) Question: Do the A&E fees identified in the RFP include the fees for Program Manager and Owner's Representative?

Answer: See answers to questions #8, #11 and the RFP item 7.7.5

- 17.) Question: Is it the Owner's Representative's responsibility for inspecting work not been (being ?) completed under the A&E projects?

Answer: No that is not anticipated

- 18.) Question: Please define the anticipated responsibilities of the Owner's Representative?

Answer: See RFP attachment "D".

- 19.) Question: Please define the responsibilities of the PM?

Answer: Respondents should propose and indicate their level of effort in this regard.

- 20.) Question: What is the estimated number of hours per week that the Program Manager should be available at the Parks Office?

Answer: Respondents should propose and indicate their level of effort in this regard.