

Addendum No.1
Village Of Medina Fire Station Request for Proposal
September 9, 2024

The following constitutes a formal response to questions and clarifications for the Medina Fire Department Request for Proposal (RFP) dated August 19, 2024. Each proposal submission shall acknowledge receipt of this Addendum.

1. **Proposal Submission Date Change:** The proposal submission date shall be extended to September 26, 2024, at 3:00 PM.
2. **What is the design/bid/construct timeline?** The new ladder truck is anticipated to be delivered around December 2025 which should coincide with the Substantial Completion of the building addition construction phase.
3. **What are the Funding sources? Any requirements associated with those?** At this point, the funding sources are unknown. To be fair to all proposers, assume that the Village will bond the project *without* State or Federal Grants/Loans.
4. **Can you explain the different design phase services?** “Building Programming Services” shall be renamed “Building Programming/Schematic Design Services.” “Design Services” shall be renamed “Design Development/Construction Document Services”. Bidding Services will remain unchanged.
5. **Does the Village currently have the funds for these design services?** The Village intends to proceed with this project with local share funds until the Building Programming/Schematic Design Services have been completed. The Consultant shall complete the Building Programming/Schematic Design Services and shall not proceed with the Design Development/Construction Document Services until the Village Board provides written authorization to proceed.
6. **What is the extent of meetings with the Village?**
 - a. **Building Programming/Schematic Design Phase:** There shall be a “kick-off meeting” with the Village Building Committee” made up of the Fire Chief and/or his designated representative, Village Mayor and one Village Trustee or their designated representative, Code Enforcement Officer, Village Clerk, Village’s Financial Advisor and the Engineering/Architectural Consultant.

There shall be a joint meeting with the Village Building Committee and Village Board at the completion of this phase to review the work completed to date, along with a Schematic Design Cost Estimate.
 - b. **Design Development/Construction Document Phase:** The Consultant shall include three (3) meetings with the Village Building Committee to progress the design of the project forward. The Consultant shall include three (3) additional meetings as necessary with the Village Board, Village Planning Board or other Boards. One (1) of those meetings will include a public presentation of the project.

- c. **Bidding Phase Services:** The Consultant shall include meetings as necessary to review the bids with the Village Building Committee and/or Village Board and to address questions regarding the Bid Phase.
7. **Does the new bay need to be sprinklered?** Yes, the Village will require the new truck bay to be sprinklered.
8. **Has the Village completed a hazardous materials investigation of the building to aid in the demolition design?** No, costs associated with this investigation will be incurred by the Owner as a direct pass-through cost with no mark-up.
9. **Has the village completed any geotechnical investigations in the location of the new garage bay?** No, costs associated with this investigation will be incurred by the Owner as a direct pass-through cost with no mark-up.
10. **Do we need to include provisions for five (5) prime contractors?** No, four (4) prime contracts will be acceptable; General Construction, Plumbing, HVAC and Electrical.
11. **Who is responsible for the costs associated with printing of plans and specifications?** The Village will pay the direct cost of printing plans and specifications for the Permits and Approval Phase, Bid Phase and Construction Phase, with no mark up. The Engineering/Architectural Consultant shall be responsible for the printing costs during the Building Programming/Schematic Design Phase and the Design Development/Construction Document Phase.
12. **The RFP indicates that four (4) cost estimates are required at 30%, 60%, 90%, and 100% pre-bid milestones. Is there an opportunity to reduce the number of estimates?** The number of cost estimates can be reduced to two (2); one upon completion of the Building Programming/Schematic Design Phase and one at 90% completion of the Design Development/Construction Document Phase.
13. **The RFP requires post and frame construction for the addition. Is the Village open to other options if it is more suitable for the long-term life of the building and grant opportunities?** Yes, the Village will entertain recommendations of other building construction types during the Building Programming/Schematic Design Phase. The budget for construction of this project is an important consideration and any cost/benefits associated with changing the building construction shall be provided by the Engineering/Architectural Consultant as part of the analysis.
14. **Review of the SEQRA requirements?** The Engineering/Architectural Consultant shall prepare the State Environmental Quality Review Act (SEQRA) documents once a determination has been made of either a Type 1 Action or an Unlisted Action. For the purposes of this proposal, the Engineering/Architectural Consultant shall be responsible for preparing the Part 1 Long Environmental Assessment Form (LEAF), Part 2 and Part 3 documents, preparing the suggested Village Board Resolutions regarding Lead Agency, coordinating and sending out Coordinated Review documents to all Involved Agencies and Interested Parties, preparing the necessary resolutions to close out SEQR, and coordinating with the NYS DEC Environmental Notice Bulletin (ENB).

Since the funding sources are unknown at this point, any additional environmental review requirements shall be excluded, including the National Environmental Policy Act (NEPA).

15. **Has the Village completed a Phase 1 Environmental Audit of the property?** No. If necessary, the Village will contract directly with a qualified firm to complete the Audit.
16. **Construction Administration (CA) Services:** The Engineering/Architectural Consultant shall provide the necessary Construction Administration (CA) Services during the Construction Phase, including but not limited to the following tasks:
 - a. Schedule, coordinate, and lead a pre-construction meeting, job progress meetings every two (2) weeks throughout the duration of the construction, and provide Meeting Summaries and distribute to all parties within five (5) days.
 - b. In addition to the biweekly site visits at the job progress meetings, provide up to four (4) site visits during construction to review the progress of work being completed and to answer questions and follow up as necessary. These site visits will be completed by the discipline necessary at the time of the visit (Architectural, Civil, Structural, Mechanical, Electrical, and Plumbing (MEP) Engineers, based upon the work taking place or contractor questions that arise.
 - c. Review and process the following documentation during construction for the four (4) Prime Contracts:
 1. Product and Material Submittals.
 2. Material Shop Drawings and Samples.
 3. Request for Information (RFI's) and Clarifications.
 4. Contractor Schedules.
 5. Contractor Payment Applications.
 6. Change Orders Review/Processing, if necessary.
 - d. Receive and review certificates, operation, and maintenance manuals and Contractor prepared record drawings and other documents requested at Substantial Completion.
 - e. Receive and review Notice of Substantial Completion and prepare a final punch-list at Substantial Completion for each prime contract.
 - f. Final walk-through with Owner and Contractors and prepare Final Project Closeout Paperwork for each Contract (4).
 - g. Internal project management, coordination and administration as necessary during the Construction.
 - h. Site visit with Owner prior to the One (1) Year Warranty Period.
 - i. Miscellaneous Project Expenses (internal printing, copying, mileage, etc.).
17. **Construction Observation (CO) Services:** In lieu of the stated "Construction Inspection Services" the Engineering/Architectural Consultant shall provide periodic Construction Observation Services on an "hourly basis" as needed during the construction activities by the Contractors. The Construction Observer will not direct the activities of the Contractors

and will only be onsite as necessary during various phases of the project to observe the work being completed. The Engineering/Architectural Consultant shall document their time spent each day onsite and shall complete a Daily Observation Log of work completed and issues discussed/resolved.

The Construction Observer Services shall be invoiced at standard hourly billing rates, plus mileage, for the personnel involved. The actual number of hours necessary during construction will be reviewed between the Engineering/Architectural Consultant and the Village. The Engineering/Architectural Consultant shall provide an hourly billing rate for the Construction Observer and mileage shall be paid at the published Federal rate.

18. **Third Party Inspection Services:** The Village shall be responsible for the costs associated with the necessary Third-Party Inspection Services that are mandated by the Uniform Building Code and requirements established by the Village Code Enforcement Officer.