

**Request for Proposals
For Architectural and Engineering Services for the
Headquarters of
Cornell Cooperative Extension of Erie County
Burton Road
Orchard Park, NY 14127**

**Released: March 8, 2021
Proposals Due: March 31, 2021**

Introduction:

Cornell Cooperative Extension of Erie County (CCE Erie) is a subordinate governmental agency with an educational mission that operates under a form of organization and administration approved by Cornell University as agent for the State of New York. It is tax-exempt under section 501(c)(3) of the Internal Revenue Code. The association is part of the national cooperative extension system, an educational partnership between County, State, and Federal governments. As New York's land grant university Cornell administers the system in this state. Each Cornell Cooperative Extension association is an independent employer that is governed by an elected Board of Directors with general oversight from Cornell. All associations work to meet the needs of the counties in which they are located as well as state and national goals.

CCE Erie's main office is currently located on the Roycroft Campus at 21 S. Grove Street, East Aurora, New York. CCE Erie uses local experience and research-supported solutions to build stronger communities. CCE Erie provides educational programs to county residents in Agriculture and Natural Resources, 4-H Youth Development, Nutrition, and Consumer Horticulture.

With the support of many local donors, CCE Erie purchased the Print Shop building on the historic Roycroft Campus over 60 years ago. The building, known for those many years as the Farm and Home Center, was an ideal facility in which to offer Cooperative Extension programming. In 2015, the Roycroft Campus Corporation purchased the Print Shop to further their mission, and CCE Erie currently leases office space in the Print Shop. CCE Erie plans to honor the commitment of the original donors by investing in a headquarters campus to offer current, hands on training, and educational programming to adults and youth in our community.

Project Description

Cornell Cooperative Extension of Erie County (CCE Erie) is undertaking an ambitious plan to build a flagship headquarters campus on Burton Road in Orchard Park. A survey of the parcel is attached, see the triangular 15 acre parcel on Exhibit C.

The headquarters campus will include the following on 15 acres:

1. Headquarters building to accommodate office space, and meeting space
2. Parking to support programing
3. Greenhouse/hoop house
4. Test gardens
5. Agricultural fields for trial plantings
6. Multiuse equipment/training barn
7. Horse barn
8. Outdoor riding/show arena

The campus requires a Master Plan but the only building that will be completed in the first phase is the headquarters building.

Projected space allocation for headquarters building:

- Workstations/offices for:
 - 8 educators
 - 3 administrative assistants
 - 1 finance assistant
- 2 – 100 sq ft flex offices
- Individual office space for:
 - 1 finance coordinator
 - 1 operations manager
 - 1 executive director including space for large desk and small table for meeting of 3 people
 - Master Gardener – small office/laboratory space
- 200 sq ft of storage space
- 150 sq ft archive room
- Meeting space that includes:
 - Maximum capacity of 100 people with ability to split the large room into 3 smaller rooms with movable partitions.
 - Built in projection screen, projector with latest technology.
 - Kitchen that includes stovetop/oven, refrigerator, microwave, sink, cabinet/storage space, counter space for food prep, adjacent to the large meeting space.
 - Restrooms
 - Breakroom
- Parking for up to 50 cars (typical workday has 10-12 cars)
- Additional considerations:
 - Alternative energy options for the building
 - Ability for building expansion at later date if needed
 - Maximize storage space throughout the building

CCE Erie is soliciting proposals for architectural and engineering services for this project. The scope of work will include architecture; MEP design including power, sanitary, heating ventilation air conditioning, fire protection; civil design and structural design. The project will include programming, schematic design, Town of Orchard Park municipal approval, construction documents, interior design, permitting, assistance with the bidding process; construction monitoring and commissioning. Please identify the team of consultants working on this project. Consideration will be given to minority and women owned business consultants.

The project will be divided into the following phases:

Schematic Design and Planning Board Approval

1. Meet with CCE Erie staff to determine a program for the building and site.
2. Prepare several schematic design options and present it to CCE Erie staff and selected Board of Directors.
3. Complete a topographic survey of the parcel.

4. Finalize the schematic design, based upon direction from CCE Erie staff. This phase to include schematic site plan, building floor plans and elevations. Present to CCE staff.
5. Prepare a preliminary construction budget.
6. Coordinate the preparation of documents with CCE Erie's attorney for presentation to the Town of Orchard Park.
7. Town of Orchard Park may require a full engineered civil design package, for municipal approvals.
8. Attend Town of Orchard Park meetings with CCE Erie's attorney.

Construction Documents and Bidding Phase

1. Prepare design documents and specifications including the following:
 - a. Floor plans
 - b. Exterior elevations
 - c. Interior elevations
 - d. Critical building sections and details with structural details
 - e. Mechanical, electrical fire protection and plumbing design
 - f. Civil design for the entire campus, including curb cuts from Burton Road and Powers Road
2. Assist in the bidding process with invited General Contractors
3. Prepare a NYS Building Code analysis and sealed construction documents for submittal to the Town of Orchard Park.
4. Respond to all RFI's from subcontractors
5. Assist in the preparation of the AIA contract between the Owner and the General Contractor.

Construction Services Phase

1. Shop drawing and submittal review
2. Testing and inspections
3. Change Orders
4. Routine Inspections
5. Contract Document Interpretation
6. Progress Payment Review
7. Change Orders
8. Project Close out

Selection Criteria

- Experience
- Similar completed projects
- Familiarity with Orchard Park review process
- Cost for services

Selection Process

- CCE Erie Capital Project Committee review of proposals, interviews, and recommendation to Board of Directors.
- CCE Erie Board of Directors review of Committee recommendation, and final approval.
- Contract approval by CCE Erie risk management firm.

Insurance and Contract Requirements

See Exhibits A and B.

Schedule and Questions

Release of RFP: March 8, 2021

Proposals Due: March 31, 2021

Interviews: week of April 19th, 2021

Final approval: April 27, 2021

Hire Date: May 12, 2021

The sole contact for RFP questions and clarifications will be the Executive Director, Diane Held, via email only: dbh24@cornell.edu.

Additional Information

All proposals prepared in response to this RFP are at the sole expense of the proposer, with no claim for reimbursement from CCE Erie for any expenses of the preparation. This RFP is not a bid.

It is CCE Erie's intent to select the consultant that provides the best solution for the Association's needs. CCE Erie reserves the right to amend this RFP. CCE Erie reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the Association.