

RFP Questions and Answers

March 24, 2021

Q1: Is there a MBE, WBE, and SDVOB Participation requirement for the Architectural and Engineering Services? There is mention of "Consideration will be given to minority and women owned business consultants" however there is not criteria to be met (% based) to seek a measured comparison with other teams.

A1: *We do not have a set % and will consider minority, women, and veteran owned business consultants as part of the total proposal package, along with the other considerations mentioned.*

Q2: Are you able to say how many firms have been invited to submit proposals?

A2: *The RFP was emailed to nine firms and is also listed in the Buffalo News. Any firm is welcome to develop and email a proposal.*

Q3: Does the scope include Master Planning of the entire site? It says that is required, but it is not elaborated on in the phases. I recommend that it be included concurrently with the programming of the HQ building.

A3: *Yes, Master Planning of the entire site and all amenities listed, including the Headquarters building, is part of the Phase 1 planning.*

Q4: We often solicit topographical surveys on behalf of the owner. Normally it would happen after the A/E is under contract - or separately by the owner before the A/E is under contract. The concern is that surveyors will be inundated with multiple (slightly different) RFPs from A/E's for quotes if we do it as part of this RFP process.

A4: *The land survey is in the RFP and an estimate for a topographical survey at one foot intervals should be included in the proposal.*

Q5: Do you have a budget or construction value you are working within for the headquarters building/first phase?

A5: *The building program has to be finalized in the first phase so that a preliminary budget can be established.*

Q6: Are there requirements for format or content of our response? Is the submission to be hard copy (if so, how many) or digital?

A6: *Digital please, emailed to dbh24@cornell.edu by 3 pm on March 31, 2021.*

Q7: It appears that the parcel is zoned R-2 and adjacent to an A-1 Agricultural district. Have you discussed the possibility of a variance or getting the parcel rezoned with the Town of Orchard Park?

A7: *The intent is to place the building on the R-2 portion of the parcel and the accessory structures on the A-1 portion. We do not intend to seek a variance or rezoning.*

Q8: Is there a cutoff date for questions?

A8: *No, there is not a cutoff date for questions.*

Q9: The attached Exhibit B is just an example of the proposed Agreement we would use if selected, right? We should not complete and sign it as part of the RFP - or should we do?

A9: *Exhibit B is just an example, please do not complete and sign it.*

Q10: It states that this is a Request for Proposal, but I wonder if there is any method/criteria/format for presenting our proposed fees? Will the fees be phased Lump Sum amounts or is it based on actual Time & Material charges? Should we just submit one total fee amount, or break it down by phases and consultants?

A10: *Please do break it down as that will help us to understand the costs associated with the project.*

Q11: Does Cornell Cooperative Extension of Erie County have a Budget for the overall project (i.e., soft costs, hard costs) and for the New Headquarters's building?

A11: *CCE Erie has not developed a budget, as that is largely dependent on the estimated cost for the HQ building, and the cost of additional project phases. A capital campaign to fund the project will be undertaken once the plan for, and estimated cost of, the HQ building have been determined.*

Q12: Does Cornell Cooperative Extension of Erie County plan on having their Master Gardeners, 4-H Instructors, etc., be part of the Master Planning process?

A12: *The planning process for the HQ building will have some limited stakeholder input. CCE Erie stakeholders will be involved in the planning of subsequent phases.*

Q13: Our civil engineers were looking at the site and ask if sewer and water are available on the adjacent roads, or are you anticipating a water well and septic system?

A13: *Sewer and water are available on Powers Road. We are not anticipating a water well and septic system.*

Q14: Is there an anticipated gross square footage for the building?

A14: *Square footage will be based on needed space as identified in the projected space allocation for the headquarters building in the RFP, with guidance from the architect. Efficient use of space will be prioritized based on budget considerations.*

Q15: Will this project be prevailing wage? This was asked by our surveyor because their rates will depend on if it is required.

A15: *Prevailing wages do not apply to CCE.*

Q16: Have you started the SEQR process? Will these services be required?

A16: *The SEQR process has not been started and services for SEQR will not be required beyond answering a few questions for the attorney.*