



Request for Proposals

REQUEST FOR PROPOSAL

The Central District Management Association, Inc. (CDMA), aka The Central Avenue Business Improvement District (the "CBID") requests architectural / engineering design services for their property located at 279 Central Avenue, Albany, New York, 12206. Hereafter referred to as "The Owner". The property will become a multi-use tech start-up learning lab, known as the S.T.E.A.M. Garden, which is an acronym for Science, Technology, Engineering, Art, and Math. The space will incubate small technology companies and entrepreneurs who strive to collaborate with like-minded, motivated people, surrounded by the latest technology tools. The space will also offer educational and business meeting rooms for artists and educators to further advance a shared learning experience. For more information on the STEAM Garden go to <http://www.steamgarden.org/>. The STEAM Garden is affiliated with the 518 Innovation HotSpot program and the STARTUP New York initiatives. The CDMA, is undertaking this project utilizing grants from both the New York Main Street Program, the NYSEDC, and potentially others. The project has specific interest & sensitivity to many regulatory compliance matters including but not limited to, MWBE, community buy-in, partnership engagement and agreements. We are seeking a well-considered price proposal for the services described in this RFP.

MWBE are strongly encouraged to submit proposals for all elements of this project.

The project should involve a phased approach to both construction and occupancy, as the project partners seek to be using the space as soon as possible.

Design Development

Work with client to create an innovative beacon facility that will be showcased as an example of a successful urban economic development project. In order to showcase the character from the existing building, which once served as a diocesan school, the design should utilize as much of the original construction elements as possible, blended & retro fitted with a modern "Google work place" with a vibe that will ultimately help inspire innovation in a cool and "Steampunk ideal" space of creativity, science and arts.

IMPORTANT DATES

INTERIOR Site Visits by Appointment open July 5, 2016 - July 29, 2016. By 4PM. Any appointments can be arranged by calling 518-462-4300 Contact: Lindsey Garney Coordinator of Facilities

Letter of intent: Due July 15th by 4 PM

Questions July 18-22

RFP Responses DUE DATE JULY 29th 2016. RFPs can be emailed/mailed to Anthony@CentralBID.Com by 4 pm.

Selection process: August 1-5

Board review: August 9th and Presentation of Candidates

Notice to Selected Firm: On or About August 16

Or CDMA, Inc 176 central Avenue Albany New York 12206

From the Date of the RFP, Under no circumstances should firms, their principals, or staff, Address questions or comments to any past or present board members, or affiliates at the risk of immediate disqualification.



BACKGROUND

The intent of this RFP is to have the firms under consideration specifically address the services required and provide a well-considered price proposal for those services.

The owner is looking for a "turnkey" approach, where the architecture firm will provide the following (not listed in order of preference):

1. A conceptual plan for the building, incorporating the latest thinking in the field concerning office and related support service requirements. The chosen firm or individual will conduct 5 or more interviews with potential end users of the space to understand space requirements, work flow and other office needs.
2. Prepare schematic floor plans for office areas and 4 story elevator addition as indicated on owner's concept plan and continued work through construction phases until completion.
3. Recommendations relative to the installation of different mechanical systems (e.g., heat pumps vs. VAV).
4. Firm should be prepared to deliver specific multiple conceptual drawings and also detailed engineering and construction drawings that will serve as the basis for design approval and both bidding and construction by a general contractor. Two-four conceptual drawings will be required for review. Firm will work with the CDMA to approve a conceptual drawing that meets the building's requirements before moving forward.
5. All architectural services will include mechanical, electrical, engineering, and plumbing, & technology.
6. Architect will work with the owner in the development of a space program based on the existing conditions, owner's concept and end user interviews as consultant findings for similar uses.
7. Preparation of necessary bid documents to be sent to construction firms. A concept level construction estimate will be need to be approved by the CDMA before proceeding to final design.
8. Preparation of construction estimator for the project based on the final design.
9. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing (from a business perspective) an appropriate contract (owner will have legal representation) if standard AIA Contract Documents are not used.
10. Preparation of certain marketing materials for a pre-leasing and post-completion leasing effort (e.g., renderings, concept sketches, both interior and exterior). Digital concepts, animations etc are strongly encouraged.
11. Develop a standard fit-out package for tenants and a budget for each tenant, with pricing for custom add-ons and the standard fit-out.
12. Represent the owner in terms of full project management, firm can/should offer levels of construction supervision capacities that may include regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed as well as general construction oversight.
13. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
14. Provide existing condition drawings including floor plans, exterior elevations, and mechanicals.
15. Office areas to include ADA accessible lavatories as required by applicable building codes and to satisfy tenant's requirements.
16. It should be noted that this project will require review by the New York Main Street Program and Empire State Development Corporation and National Grid for participation in their programs
17. This project will include state funding and therefore SHPO review will be required. -(Underway)



18. The owner is requesting a mechanical systems feasibility study which will require an analysis of the current heating plant (life expectancy, efficiency, etc).Recommendations, including full life-cycle analysis and operating costs for a new/renovated system to satisfy the proposed use.
19. We are looking for occupancy as soon as possible based on programmatic need, this project is expected to be completed by Fall 2017.
20. The existing facility will be available for inspection between the dates of **June 5 2016 and July 29, 2016**. Please call the project contact to make an appointment..
21. The chosen firm will, as part of their proposal, will provide construction estimates at concept and for final design. Should construction bids exceed construction estimates by greater than 10%, the firm agrees that redesign is considered a cost within the proposal scope of work and the work of such redesign to meet budget will be included as part of the chosen firms scope of work.

Project Requirements:

- The owner's consultant is performing environmental remediation studies & services of the building. Under a separate contract, the architect will be required to coordinate the construction with the remediation consultant as required. These architectural services may include coordination of environmental remediation (windows, flooring, etc) with proposed plans.
- This project may require site plan approval by the City of Albany. The architect is required to submit all necessary documentation and attend up to 2 meetings of the City of Albany Planning Board to present the project and address any/all recommendations in order to receive required site plan approvals.
- The architect shall coordinate with the owner and vendors for technology implementation (as provided by owner's consultant) including but not limited to : internet, telephone, data, digital signage, data systems locations.
- MWBE participation requirements for this project vary based on different grants, however the CWBID will aim to retain at least 10% in MBE firms and 20% in WBE firms.
- Firm's capacity to add this to their schedule
- CDMA, Inc will give scoring preferences to proposals that seek LEED certification initiatives and to those can integrate local art and history into the their work
- The specialized experience and technical competence of the firm with respect to historic remodeling or small business incubator remodeling or related work.



Criteria:

Importance/Weighting:

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Firm Experience	Years of experience and demonstrated capability in conducting this type of project	20%
Project Management Experience	Demonstrated capability to plan, manage, and coordinate all aspects of the project on projects of similar scope and complexity, including construction administration, scheduling, and budget management.	20%
Project Plan Addresses Requirements	Project Plan is phased with most essential/fundamental work occurring in early phase(s). Project plan specifies the work to be performed in each phase and associated timing and costs. Project plan address ALL essential building requirements.	20%
Design Innovation And Vision	The mission and character of CDMA, Inc is expressed in the design features; the design includes innovative features and incorporates an appropriate industrial/artistic aesthetic.	20%
Value	Cost as it relates to design and functionality achieved	20%



Construction Documents

Please visit our project web site: www.TheSteamGarden.org to download documents:

Qualifications:

Please answer the questions providing information to support new construction, additions, and renovations.

1. Provide the following information:
 - a. Name of firm
 - b. Complete address
 - c. Contact person
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. E-mail address
2. Provide a General Statement of Qualifications that responds to the project background information given above.
3. Personnel
 - a. List the professional and support positions and number of personnel in each position.
 - b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of two (three, four, your call) clients with whom the architect has worked on a similar building project.
 - c. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
4. Projects of a similar nature
 - a. Submit a list of projects which reflect elements that will also be included in this proposed project.
 - b. For your last three similar projects, provide the following:
 - 1) Name of project
 - 2) Client contact
 - 3) Owner's total initial budget
 - 4) Total project cost
 - i. Number of change orders
 - ii. Total cost of change orders
 - 5) Date of bid
 - 6) Scheduled completion date
 - 7) Actual completion date
 - c. List your three best projects and the project personnel, including consultants, for those projects.



5. Special Design Concerns

- a. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
- b. Efficient energy usage is a concern of the corporation. Describe how your firm incorporates this aspect of design into its work. Provide examples.

6. Architectural/Engineering Service

- a. Provide information on your current workload and how you would accommodate this project.
- b. Describe in detail the process you would follow from schematic approval through approval of the final design.
- c. Outline the design schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.
- d. Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
- e. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
- f. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.

7. Construction Costs

- a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
- b. List the steps in your standard change order procedure.

8. Legal Concerns

- a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a client or any of the same you have filed against a client or any of the same you have filed.
- b. Explain your General Liability Insurance coverage.
- c. Explain your Professional Liability Insurance coverage.

9. Fees

- a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
- b. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.
- c. Any fees or costs associated with construction estimator and redesign work if necessary

Questions regarding this RFP should be directed to Lindsey Garney at the Central Avenue BID, at 518-462-4300.