



ESSEX COUNTY OFFICE OF THE MANAGER

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TO: All Bidders
FROM: Linda Wolf, CPA, Purchasing Agent
DATE: March 23, 2023
SUBJECT: Addendum #1 RFP ARCHITECTURAL AND/OR ENGINEERING SERVICES

This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the *Architectural and/or Engineering Services* RFP Opening April 13, 2023.

PLEASE SEE FOLLOWING QUESTIONS & ANSWERS:

QUESTION: Per page 2 Instructions to Proposers: As long as the construction documents are complete and the project is ready to go out to bid in February, 2024, is there any flexibility in the phase deadlines detailed in the Project Schedule? In our experience working with Rural Development, we think it would be very challenging to meet these interim deadlines, especially coupled with RD's required turnaround time for project review.

ANSWER: To clarify, the phase deadlines will not be set into place until we have approval from RD to move into the next phase. EXAMPLE : "Construction Document Phase: due within 45 days of completion of Schematic Design Phase", that 45 days will not begin until RD has given approval to begin the Construction Document Phase.

QUESTION: Per RD Appendix A and Scope of Work to be Performed – Schematic Design Phase-paragraph c. (pages 5 & 23 of the RFP), has the Environmental Review been completed and approved by RD, including SHPO & SEQ?R?

ANSWER: Not at this time, currently in progress.

QUESTION: Per RD Appendix A (page 6 of the RFP), is a Subsurface Soils Investigation Report required?

ANSWER: Yes, but only within the foot print of the proposed structure.

QUESTION: Per RD Appendix A – Design Criteria - #2 (page 6 of the RFP), is a SWPPP required?

ANSWER: Not required by RD, but depending on the area of disturbance, it may be required by DEC.

QUESTION: Per RD Appendix A – Design Submittals/Reviews (page 7 of the RFP), is a Preliminary Architectural Feasibility Report required (see requirements per Appendix A, Attachment B, page 13) or has this report already been completed and submitted to RD?

ANSWER: Yes, the Preliminary Architectural Feasibility Report is required as a part of this RFP.

QUESTION: RD Appendix A – Resident Inspection (page 11 of the RFP), states that a full-time resident inspection is required for all construction of Community Facility projects unless a written exception is made by RD, however, V. Construction Phase – paragraph (F) (page 14 of the RFP), states the State Director may require a full-time project representative on projects, when in the opinion of the State Director there is a need for such representative. Please clarify is a full-time RPR is required.

ANSWER: Yes, full-time resident inspection is required for construction regardless of whether RD decides to have a full-time representative on site.

QUESTION: Will Essex County Planning be responsible for all administrative/financial compliance (preparing/updating RD Form E, disbursements, etc.), or is this part of the scope?

ANSWER: Yes, Essex County will be responsible.

END OF ADDENDUM # 1