



ESSEX COUNTY OFFICE OF COMMUNITY RESOURCES

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TO: All Bidders

FROM: Rob Wick, PMP Project Mgr

DATE: May 28th, 2020

SUBJECT: Addendum #1 Moriah Town Hall Improvements RFP

1. Correction to Scope of Work:

- a. Clarifications to scope and deliverables attached, replacing pages 7 & 8 of the RFP.

END OF ADDENDUM # 1

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

The Town of Moriah received a Community Development Block Grant to support sewer and water transmission facilities in a low income area of the Town. The project is at the Moriah Town Hall, and is intended to improve handicapped access to the Town services. Improvements include but are not limited to the addition of a wheelchair access ramp at the front of the building and an ADA-compliant restroom. Several architectural barriers must be removed and/or re-designed in order to provide safe and adequate access for the disabled and elderly. The main entrance consists of deteriorating concrete stairs that do not provide ADA compliant access. The building currently lacks a handicapped accessible bathroom and there is no handicapped access at all to the 2nd floor which houses several municipal offices and records frequented by the general public. Currently, the only way for those individuals who are wheelchair-bound or otherwise cannot navigate stairs to access the Town Hall (1st floor) is by way of a primitive wheelchair ramp leading to an attached shed at the rear of the building. From this shed, individuals can enter by passing through the Supervisor's Office and continuing down a narrow hallway to the other municipal offices. The Town Hall is considered a historic structure, and many elements need to be considered for approval of the proposed design in order to meet the criteria for improvements to historic structures, as defined by NYS Office of Parks, Recreation and Historic Preservation (OPRHP). We are requesting the proposal, design and construction for these improvements.

This Request for Qualifications will determine the most qualified firm to gather requirements, conduct design, acquire permitting, produce bidding documents and proceed with construction management /observation including following all State and Federal rules and regulations governing the Community Development Block Grant Program. Recipients will provide a Cost Proposal according to the Tasks listed below and also in in the "Deliverables Table" in **Appendix K**. For a detailed description of the services and deliverables in each Phase, see "Draft Form of Contract", **Appendix L, Exhibit A "Requested Services"**.

The Scope of Work must include the following tasks, at a minimum:

- **General Requirements – (Tasks 1 -3)** The consultant shall participate in public meetings, pre-bid meetings, pre-construction and job meetings and distribution of meeting minutes to the Town and Essex County. Monthly progress meetings with the Town are anticipated during the planning portion of this project and may include other stakeholders as required. The consultant shall maintain and produce a project schedule in Gantt Format. The consultant shall work with the Essex County Office of Community Resources for permitting & funding compliance for this project. Essex County will develop all funding applications, funding compliance oversight, act as Minority Business Officer (MBO) and provide finance consultation with the Town with technical input from the consultant. The consultant will be responsible for any technical information required for project development and permitting purposes. The consultant shall additionally coordinate with regulatory & funding program representatives as requested for review and approval of the bid package and any compliance measures.

- **Field Investigations – (Task 4)** The consultant shall conduct such field work they deem necessary to obtain the required information to properly design the project. This work may include, but not be limited to building conditions survey, site surveying, etc. All data collected during this Task shall be a separate deliverable to the Town in a hard copy format (3 hard copies of full-size plans) and digital format (.shp file, .pdf, etc.).
- **Basis of Design Report & Preliminary Design – (Tasks 5 & 6)** The consultant shall develop a Basis of Design Report, to include full schematic designs, in accordance with NYS OPRHP historical structure guidelines. Once the Basis of Design Report is approved by the Town and County, it will be submitted to the NYS OPRHP for review and approval.
- **Final Design – (Tasks 7 & 8)** Once the Basis of Design Report has been approved the consultant will provide detailed design plans, specifications, and construction contract documents for the project. The design of the facilities shall be in conformance with NYS OPRHP requirements.
- **Bidding Assistance – (Tasks 9 – 11)** The consultant shall provide bidding assistance for this project including providing copies and plans and specifications to be distributed to contractors, attending a pre-bid meeting, issuing minutes for the pre-bid meeting, answering contractor questions, issuing addenda, as necessary, reviewing the bids, and making recommendations to the Town.
- **Construction Administration & Management – (Tasks 12 – 17)** The consultant shall provide construction management services including, but not limited to, the following:
 1. Reviewing all documents for technical/regulatory compliance and issuing a Notice to Proceed (NTP).
 2. Reviewing and approving all Submittals, shop drawings and substitutions, as necessary.
 3. Reviewing and making recommendations to the Town for any requested Change Orders
 4. Reviewing and certify contractor invoices and making recommendations to the Town for payment.
 5. Review and certify contractor Certified Payrolls.
 6. Providing adequate construction observations services to ensure proper construction of the project (Please provide estimate construction period and number of hours. construction inspector will be on-site)
 7. Review of the final work and development of and punch list
 8. Provide a letter of construction compliance at the end of the project.

The consultant shall be responsible for coordinating all aspects of this project and addressing any questions or concerns of the NYS Office of Parks, Recreation and Historic Preservation (OPRHP) and any other regulatory agencies as required. Additionally, the consultant shall