Buffalo Cruise Terminal Improvements

Design Consultant Scope of Services

In 2024, ECHDC completed a Market Demand Study for the Cruise Industry in Buffalo New York. The study focused on the potential and viability for Buffalo to become a destination for cruise lines already touring the Great Lakes. The study also analyzed potential cruise facility locations along the Buffalo waterfront. ECHDC utilized this study to continue conversations with a number of Great Lakes cruise lines in an effort to bolster the city's potential as a cruise destination. Based on these conversations, ECHDC issued this RFP to further analyze the recommended location for such a facility and work with the various State and Federal agencies to develop a comprehensive site plan.

The selected site was formerly occupied by the Pier Restaurant which was demolished in 2007. As part of this demolition, all utility service lines served the prior uses were removed to the property line along Fuhrmann Boulevard.

The goal of the project is to create a reimagined site for cruise ship docking for both domestic and international travel. Improvements will consist of seawall shoring and repair, site clearing and, remediation, improvements to public access to the water, and construction/installation of a new one-story building or buildings, a small parking lot, site lighting, landscape and hardscape elements, fencing, site drainage, utility service lines, and wayfinding signage. The program for the new building or buildings will be for customs processing and a public comfort station.

The Consultant will be required to demonstrate an understanding and commitment to the ECHDC's goal of design excellence. The design should incorporate a cost-effective design approach fully considering life cycle analysis in selection of materials and systems, sensitivity to the program and operations, a balance of innovative design and traditional operating and maintenance practices including durability and ease of maintenance, layout and systems that provide safety, high performance systems that provide value while protecting the health and environment, and accessibility. Building and site design will be required to be reflective of the design character/style already established by recent projects at nearby Bell Slip and Wilkeson Pointe and fit within the approved General Project Plan.

The Consultant will be required to design to the project budget approved by ECHDC initially for the schematic design. Budget revisions shall only be made if authorized by ECHDC in written format. ECHDC reserves the right to amend this contract as necessary in order to complete the Project. During the Design Development Phase, ECHDC will issue a Request for Proposal for a Construction Manager to review documents, schedules, probable costs, assist in issuing documents for bidding, and construction administration.

The Consultant will provide necessary services including, but not limited to, the following work efforts described below:

TASK A: SCHEMATIC DESIGN:

~~a.~~ The Consultant will be responsible for working with ECHDC, its partners and stakeholders (i.e. the Army Corp. of Engineers, U.S. Coast Guard, U.S. Customs and Border Patrol, NYS

Department of State, NYS Department of Environmental Conservation, City of Buffalo) to fully develop the programming requirements.

b. The Consultant shall confirm existing data and complete additional investigations and services as necessary.
    a. Provide an updated site survey for the work extent area.
    b. Confirm location of existing utility terminations.
c. The Consultant shall conduct meetings with regulatory agencies as necessary to identify necessary permits.
d. The Consultant shall assist with public presentations.
e. The Consultant will be responsible to develop a schematic design for the project, including multiple concept alternatives.
f. The Consultant will be responsible to identify material types.
g. The Consultant shall outline the advantages and disadvantages of each alternative.
h. The Consultant will be responsible for providing an outline specification, identifying specification sections and major building material systems and finishes.
i.
j. The Consultant will be responsible to prepare a schedule for the construction period, identify phased work and any long-lead time for specialty items.
k. The Consultant will be responsible for issuing schematic design documents that are in compliance with the program, the budget, and the schedule as set forth by ECHDC.
l. The Consultant will be responsible to provide a schematic design estimate of probable costs for each concept developed. The estimate shall include major components and identify escalation factors.

Schematic Design Deliverables:

Drawings: In general, drawings shall indicate the scale and relationship of project components. All plans have spaces generally defined, with representative area plans generally graphically fixed. Elevation details as necessary to convey the design intent. Preliminary civil and landscape drawings. Structural plans as relevant to the scope of work.

Other: Design and performance requirements including outline specification, estimate of probable cost, and construction schedule as detailed above.

TASK B: DESIGN DEVELOPMENT:

a. The Consultant will be responsible for working with ECHDC and the parties previously listed to complete design development documents that include seawall shoring and repair, site clearing, building of a public access pathway through the site and up to the water, small parking lot, site lighting, new landscape and hardscape elements, new fencing, new site drainage, construction of a small new building or buildings with new utilities, and new wayfinding signage.
b. All miscellaneous consultant work shall be sufficiently developed that could impact structure design, performance, and coordination.
c. The Consultant will be responsible for providing preliminary specification sections and front-end documents. This will be coordinated with the construction manager.
d. The Consultant will be responsible to begin communication with all necessary regulatory agencies and utility companies and incorporate their comments into the Documents.

e. The Consultant will be responsible to update the schematic design estimate of probable costs. This will be reviewed by the construction manager.
f. The Consultant will be responsible to prepare an update schedule for the construction period. This will be reviewed by the construction manager.
g. The Consultant will be responsible for issuing design development documents that are in compliance with the program, the budget, and the schedule as set forth by ECHDC. The documents will be reviewed by both ECHDC and the construction manager. At least one coordination meeting will take place with the construction manager.
h. The Consultant will be responsible to provide an update design estimate of probable costs.
i. State Environmental Quality Review Act ("SEQRA") documentation. At the completion of the Design Development phase, sufficient information on the design should be developed to allow the Consultant to undertake documentation to support ECHDC's required review under SEQRA. Based upon the scope of the facility, it is preliminarily assumed for purposes of the scope of work that the project would be classified under SEQRA as a "Unlisted Action" that would likely not result in significant impacts to the built and natural environment. The Consultant shall be required to undertake the following to support ECHDC's review:

    i. Identification of all potentially "involved agencies" having jurisdiction over aspects of the project, with appropriate contact information including emails to allow for electronic distribution of notices/reports.
    ii. Preparation of Parts 1-3 of a SEQRA Full Environmental Assessment Form ("EAF"), along with a full narrative write-up describing the project (i.e., the "Proposed Action") and summarized assessments outlining the rationale for identification of anticipated impacts, along with any necessary appendices providing supporting documentation for these summary assessments (e.g., background work for soils management, stormwater pollution prevention plan ["SWPPP"], and other associated permits, etc.).
    iii. Preparation of a "Negative Declaration" outlining ECHDC's review process using ESD's standard format, derived primarily from the summary narrative in the Full EAF.

<u>Design Development Deliverables:</u>

Deliverables will occur in one submission.

Drawings: Site drawings shall have all site elements are defined, with the site plan graphically fixed and site geometry fixed. Landscape plans indicate planting and hardscape, plant schedule complete, irrigation scope determined. Structure drawings shall generally be graphically complete except for minor coordination. Exterior elevations are graphically complete. All sections are cut, and structure is coordinated with the current structural drawings. Electric horizontal collection and distribution zones addressed in site plans and diagrams. Complete typical wall sections at 1/2" or 3/4" scale with notes and dimensions. Representative larger scale partial details at 1 1/2" or 3" scale.

SEQRA Documents: List of contact information for involved agencies, Full EAF with supporting documentation, and Negative Declaration.

Other: Design and performance requirements confirmed, draft specification sections, updated estimate of probable cost, and updated construction schedule as detailed above.

TASK C: CONSTRUCTION DOCUMENTS:

a. The Consultant will be responsible for working with ECHDC and the parties previously listed to complete all construction documents required.
b. The Consultant will be responsible for providing complete specification sections and coordinating the front-end documents with the construction manager.
c. The Consultant will be responsible to prepare a final estimate of probable cost.
d. The Consultant will provide a final energy report.
e. The Consultant will be responsible to submit structural, civil, electrical, and any other calculations used in the design. Design calculations shall be submitted in hardcopy format and bound.
f. The Consultant will be responsible to continue communication with all necessary regulatory agencies and utility companies and incorporate their comments into the Construction Documents.
g. The Consultant will be required to submit a 90% Document set for review by the construction manager. At least one coordination meeting will take place with the construction manager.
h. The Consultant will review the final schedule for the construction period as assembled by the construction manager.
i. The Consultant will be responsible for issuing construction documents that are in compliance with the program, the budget, and the schedule as set forth by ECHDC.
j. The Consultant will be responsible to confer with all necessary regulatory agencies and incorporate their comments into the Construction Documents.
k. The Consultant will be responsible to develop and secure all necessary permits.
l. The Consultant will be responsible to develop the scope of work for a Request for Proposals for special inspection services required during construction.
m. The Consultant will be responsible to prepare documentation for, and present the information to, the City of Buffalo's Site Plan review.

Construction Document Deliverables:

Deliverables will occur in two submissions, (1) 75% Construction Documents to ECHDC and (2) 100% Construction Documents.

75% Construction Documents:
Drawings: All required drawings shall be considered 75% complete or greater.

Other: Design and performance requirements re-confirmed, draft-final specification sections, draft-final energy report, 75% calculations, and draft permits as detailed above.

100% Construction Documents:
Drawings: All required drawings shall be considered 100% complete or greater.

Other: Design and performance requirements re-confirmed, final specification sections, final energy report, 100% calculations, final meeting with City of Buffalo Code department, and final permits for submission.

TASK D: SIGNATURE SUBMITAL:

a. The Consultant will be responsible, following a review and incorporation of comments from ECHDC, to produce original Contract Documents, stamped and signed by an architect or engineer appropriately licensed to practice in the State of New York, for signature by ECHDC.
b. The Consultant will be responsible to submit to ECHDC all final construction quantities.

Signature Submittal Deliverables:

Drawings: Three sets of original, stamped drawings (bond paper) or as required by the City of Buffalo for permit (as per the City of Buffalo permitting process: https://www.buffalony.gov/722/Permit-Process); two sets of drawings for ECHDC; electronic CAD files (AutoCAD and pdf).

Other: Three bound, stamped specification sets or as required by the City of Buffalo for permit; Two sets of bound original specifications for ECHDC. All completed documents are to be provided to ECHDC in PDF format as well.

TASK E: BIDDING AND AWARDING:

a. The Consultant will be responsible to provide assistance to the construction manager during the contract(s) advertising and award process, including assistance in pre-qualifying potential bidders, attendance at pre-bid meeting, reviewing, and providing responses to bidder inquiries, preparing, and issuing addendums as needed, responding to Requests for Information submitted by potential bidders, and assistance in reviewing bids.

TASK F: CONSTRUCTION ADMINISTRATION:

a. The Consultant will be responsible to provide construction contract administration services in conformance with ECHDC's construction schedule.
b. The Consultant Team shall be a representative of, and shall advise and consult with, ECHDC during the construction phase.
c. The Consultant Team will be expected to attend monthly project meetings organized by the construction manager.
d. The Consultant will be responsible to provide Office Architecture/Engineering services, including:

i. Check detailed construction drawings, shop drawings, and substitutions submitted by the Contractor for compliance with permits and contract documents.
ii. Review submittals with regards to compliance for all regulatory permits (i.e. SWPPP, etc.) and mitigation measures.
iii. Review specific non-routing laboratory, shop, and mill test reports of materials and equipment as directed by the ECHDC.
iv. Address Request for Information (RFIs) from the Contractor and Building and Safety inspectors.
v. Prepare record (as-built) drawings on original contract documents as per the data supplied by Contractor via the ECHDC's CM.
vi. Prepare preliminary and final punch lists for substantially completed construction work.
vii. The Consultant shall review and prepare responses to requests for information from the Contractor or CM.

e. The Consultant will be responsible to provide Field Engineering services, including:

i. Make periodic visits to the site to observe the work in progress and provide appropriate reports, including attendance at weekly progress meetings. Provide written reports from site visits.
ii. Observe and report to the ECHDC on any performance test required by contract documents.
iii. Preparing punch-list and inspection of punch-list corrective actions and review redlined record drawing (as-built) of all aspects (mechanical, electrical, etc.) of project.
iv. Attend final inspections of Project's completed construction contracts.
v. Assist the Owner in commissioning of all systems.

Additional Requirements for the Design Consultant from Addendum:

- Design Consultant shall make periodic visits to the site to observe the work in progress and provide appropriate reports, including attendance at progress meetings every two weeks. Provide written reports from site visits. ECHDC is not requiring the Design Consultant to provide a full-time Field Engineer.
- Design Consultant work should include, but not limited, to any geotechnical investigations, environmental investigations, utility investigations.