

ACKNOWLEDGEMENT

REGARDING

ERIE CANAL HARBOR DEVELOPMENT CORPORATION'S

**Parking Lot Renovations
Architectural/Engineering Design Services**

ADDENDUM NO. 1

Date: December 23, 2019

Please Sign and Return this sheet with the Proposal, as receipt verification of Addendum No. 1 for the above referenced project.

Note:

1) Consultant shall also acknowledge receipt of this Addendum in the cover letter of the Proposal.

Received By: _____
(print name) (signature)

Company Name: _____

Date: _____

Parking Lot Renovations Architectural/Engineering Design Services

ADDENDUM NO. 1

December 23, 2019

This Addendum varies the Request for Proposals dated December 5, 2019 and titled:
Parking Lot Renovations

This Addendum will form part of the Request for Proposals and is to be read, interpreted and coordinated with all other parts. To acknowledge receipt of this Addendum, **Respondents must follow the instructions on the acknowledgement form (page 1).**

ATTACHMENTS

Pre-Proposal Meeting Presentation (7 pages)

Pre-Proposal Meeting Sign-In Sheet (1 pages)

QUESTIONS/ANSWERS

Question 1: Would we need right-of-way permits from the City of Buffalo to do surveys, testing, etc.?

Response 1: Permits are not required, but we will need to coordinate access to the site with the City of Buffalo and NYSDOT.

Question 2: Other than the 60 access-controlled parking spots, with the remaining parking spots be available to the public?

Response 2: The intent is for the remaining parking spots to be available for the public. The public spaces are to include accessible parking that could be utilized by Explore and More visitors and other visitors to Canalside. The final number of access-controlled parking spots will be

Question 3: Will the Department of Transportation be part of the process?

Response 3: Yes. The final design documents will go through a Highway Work Permit Review prior to being issued for Bid. Additional reviews by NYSDOT departments may be required, but will occur during this same time period.

Question 4: It is currently run by All-Pro. Is the meter and the signage going to be taken away?

Response 4: All-Pro meter and signage should be planned on being removed. Location of signage will be determined during the design process. It has not been determined if a meter will be required for the public spaces or if there will be a third party operator. That decision will be made during the design process.

Question 5: What happens when All-Pro goes away? How will the parking be monitored or controlled and under what variables or conditions?

Response 5: It has not been determined how the parking lot will be monitored and if a third party operator will be engaged by ECHDC.

Question 6: Do we have to go through the City of Buffalo site plan approval process?

Response 6: The project will follow the design guidelines created for Canalside by ECHDC. A courtesy presentation of the final design to the City of Buffalo Planning Board is required. It is also required for the project to go through the City of Buffalo permit process.

Question 7: Have these two (2) sites always been included as parking in the Canalside Master Plan?

Response 7: Yes.

Question 8: Will you require us to do a daily log, and inspection or more of a pop-up visit? Are we playing a Construction Management role?

Response 8: We are requiring a daily log and inspection to document and confirm construction is following the documents.

Question 9: Are there any specific storage requirements for the containers mentioned?

Response 9: There are currently seven (7) 10-foot x 40-foot containers located in the North Aud Site. We would need to relocate them to the parking lot. During the design process, we will work with the Canalside Operator to determine if the number of containers can be reduced.

Question 10: Will the Department of Transportation implement any permanent restrictions around the piers during our work?

Response 10: The piers need to be accessible for any repairs and maintenance. This would eliminate attaching conduit, signage, light fixtures etc, but allows for parking spaces and the storage containers to be adjacent to the piers.

Question 11: Do you have any documents or records from the Department of Transportation that indicate existing underground materials, utilities, etc.

Response 11: We do not have any information from the Department of Transportation at this time. ECHDC is awaiting a response to their inquiry.

Question 12: Are there any specific aesthetics that need to be followed other than the general guidelines outlined in the RFP?

Response 12: There are no specific aesthetics to be followed. ECHDC is open to various materials to be utilized on the parking surface and the perimeter. We are looking for materials that have a long life cycle and also interested in sustainable materials.

Question 13: Any need for geo-technical investigation?

Response 13: No

Question 14: Who currently controls the lots? How will Ownership work as we move forward?

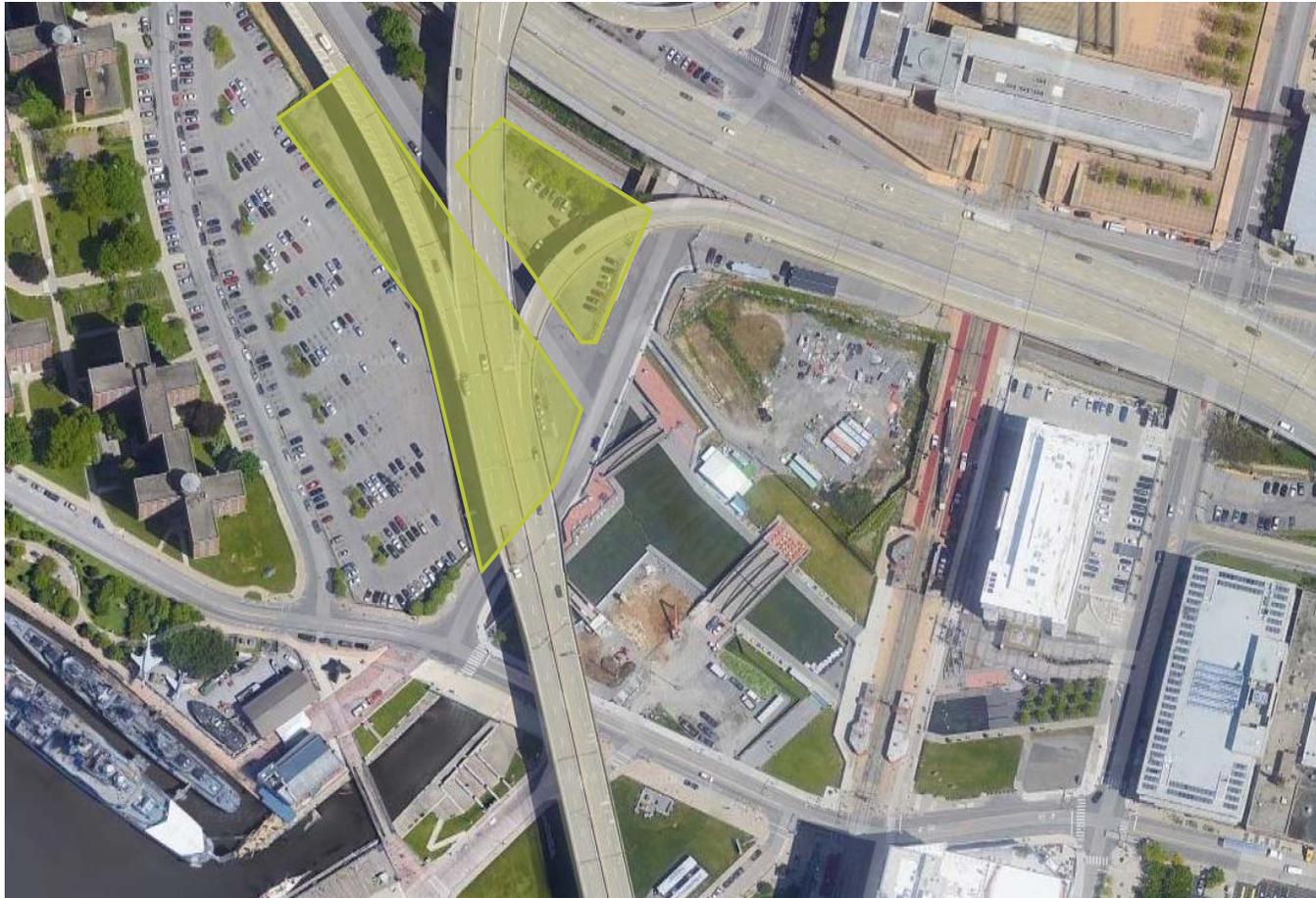
Response 14: The lots are owned by the Department of Transportation. The Use and Occupancy permit is currently held by the City of Buffalo who hired All-Pro as their operator. The DOT would remain the Owner, with ECHDC holding the Use and Occupancy permit in April 2020.

Question 15: What is the budget for the project?

Response 15: ECHDC has a construction budget range of \$800,000 to \$1,200,000.

END OF ADDENDUM NO. 1

CANALSIDE PARKING LOT RENOVATIONS



Mark. J. Wendel, AIA
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**Erie Canal Harbor
Development
Corporation**

**PRE-PROPOSAL MEETING
DECEMBER 12, 2019**



CANALSIDE PARKING LOT RENOVATIONS



The Project Goals and Objectives include:

- Maximize parking lot capacity, providing accessible parking spaces per Code;
- Improve parking surfaces and drainage;
- Provide access control to parking lot(s),
- Improve perimeter of the parking lots with fences, landscape, etc.;
- Provide secure area for ECHDC storage containers and Canalside “back of house” operation.



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GOALS AND OBJECTIVES



CANALSIDE PARKING LOT RENOVATIONS

Task 1: Project Scoping, Concept Design (10% Design), Schematic Design (30% Design) – 12 Weeks

Task 2: Design Development (60% Design) – 8 Weeks

Task 3: Construction Documents (75-100% Design) – 10 Weeks

Task 4: Signature Submittal

Task 5: Bidding and Awarding

Task 6: Construction Administration

Task 7: Construction Inspection



**Erie Canal Harbor
Development
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SCOPE OF SERVICES



CANALSIDE PARKING LOT RENOVATIONS

Proposal Requirements

Consultants are required to submit one (1) signed original, nine (9) hard copies, and two (1) electronic pdf copies (flash drive preferred) of the Proposal.

The Proposal shall be limited to no more than 40 single-sided or 20 double-sided pages. Three-ring binders will not be accepted. Required Forms do NOT count against the page limit.

The proposal shall be prepared exactly in the order presented herein. Please limit Sections 1 and 2 to a total of fifteen (15) one-sided pages. Examples of relevant projects and resumes should be included in Section 3.



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PROPOSAL FORMAT AND SCORING



CANALSIDE PARKING LOT RENOVATIONS

Selection Process

Selection for interviews will be based on an independent evaluation of the submitted proposals using the factors listed below. Selection for interviews shall be based on “best value”, made in accordance with the following evaluation criteria and weights as follows:

- Experience/qualifications of the proposed Consultant team and staff to undertake the Engineering requirements of the Project – 30 points;
- Experience/qualifications of the proposed Consultant team and staff to undertake the Landscape Architectural and Planning requirements of the Project – 30 points;
- Quality of work product as demonstrated in submitted work samples of past public space projects, including waterfront projects and efforts representing outstanding principles of design quality – 10 points;
- Ability of the Consultant to maintain schedules and to maintain budget – 10 Points;
- Cost of Services – 15 Points
- Diversity Practices – 5 Points

Business Participation Goals:

MBE – 15%

WBE – 15%

SDVOB – 2%



**Erie Canal Harbor
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PROPOSAL FORMAT AND SCORING



CANALSIDE PARKING LOT RENOVATIONS

Schedule

The major projected milestones on the consultant selection schedule are as follows:

- RFP Advertised December 5, 2019
- Pre-Proposal Conference: December 12, 2019 (2 pm EST)
- Proposals Due: January 9, 2020 (3 pm EST)
- Short List Notification: January 16, 2020
- Interviews: January 30, 2020
- ECHDC Board Approval: February 10, 2020

The Contract Term is expected to begin in March 2020 and end in June 2021, with final bid documents advertised by September 2020.

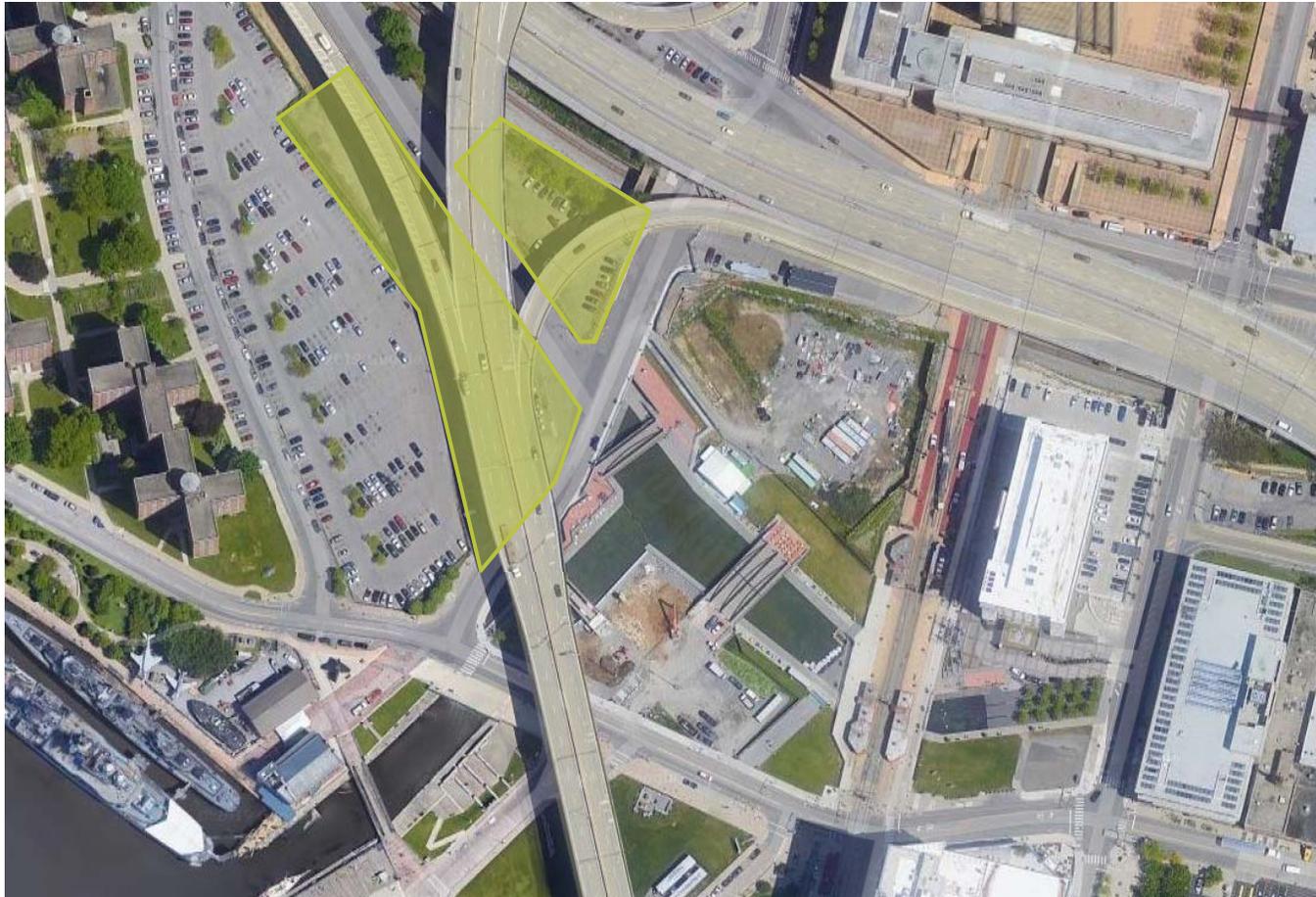


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SCHEDULE



CANALSIDE PARKING LOT RENOVATIONS



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**Erie Canal Harbor
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QUESTIONS





Erie Canal Harbor Development Corporation

Canalside Parking Lots / Pre-Proposal Meeting
Tuesday, December 12, 2019
2:00 PM

NAME	ORGANIZATION/FIRM	EMAIL	PHONE NUMBER
Mike Leydecker	Wendel	mleydecker@wendelcompanies.com	688-0766
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