

ADDENDA 07-14-2023

– REQUEST FOR PROPOSAL –

Lackawanna Public Library Facility Assessment
with Option for Project Design & Management Services
For the
Buffalo & Erie County Public Library

The following pages are appended to RFP #2023-041VF

RESPONSES DUE JULY 25, 2023, 2:00 PM EASTERN TIME

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
1 LAFAYETTE SQUARE
BUFFALO, NY 14203-1887

ADD TO SECTION

1.10 Selection Process; General Criteria

B When evaluating the proposals submitted in response to this RFP, “B&ECPL” considerations include, but are not limited to, the following:

[8] Level of minority/women participation in proposed workforce.

ADD NEW SECTION

1.16 Subjectivity to NY State Freedom of Information Law (FOIL)

This RFP and any responses submitted are subject to potential disclosure. All books and public records of a governmental entity, the contents of which are not otherwise declared by law to be confidential must be open to inspection by any person and may be fully copied pursuant to the New York State Freedom of information Law (Public Officers Law, Article 6, §84-90). For more information see: <http://www.dos.ny.gov/coog/foil2.html>.

Proposers are responsible for segregating and clearly marking as confidential any “trade secret” or other material the proposer wishes excluded from disclosure under FOIL. Proposer must also submit written documentation demonstrating the material within the proposal marked “confidential” conforms to New York State law. Not conforming to these requirements will cause your proposal to be deemed non-compliant and subject to rejection by the B&ECPL.

The failure to segregate and clearly mark confidential information, trade secrets and/or proprietary information, shall constitute a complete waiver of any and all claims for damages caused by release of the information by the B&ECPL.

Submitted proposals, which are marked “confidential” in their entirety, or those in which a significant portion of the submitted proposal is marked “confidential” are subject to rejection by the B&ECPL without further consideration.

All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful proposers’ proposals content not complying with the exclusion provisions noted above become public information.

The content of each proposal will be held in strict confidence and no details of any proposal will be divulged to any other proposer prior to proposal openings.

ADD NEW SECTION

2.3.1 Utilization of Minority and Women Personnel

If the proposer and/or subcontractor(s) is a Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE), proposer should include the Erie County certification letter with the proposal. See <https://www3.erie.gov/eeo/> for more information including how to get your business certified. If not, proposer must include a statement of the anticipated utilization of minority professionals as a percentage of the staffing to be utilized to provide proposed services and the anticipated utilization of women professionals as a percentage of the staffing to be utilized to provide proposed services.

RFP-Lackawanna Public Library Facility Assessment with Option for Project Design & Management Services

July 6, 2023-11am

- We introduced the project on the basis of the RFP
- Questions are due on July, 18th and will be posted on the RFP Website

Questions

- Is there a cost estimate?
 - No, there is no cost estimate at this time
- Is there a start date for the project?
 - To be Determined
- Will there be any new furniture required for this project?
 - It is too soon to determine furniture requirements
- Can you please advise if there is any background documentation (previous studies, assessments, etc.) available for this project?
 - The B&ECL does not have recent studies/assessments in its possession. If additional information from the City of Lackawanna becomes available prior to the inquiries deadline, a description of that information will be shared.
 - The information may be with the city of Lackawanna, but do not assume that there will be access to detailed records.
 - Rely on visual inspections
 - We recommend an allowance for testing such as asbestos
- There is a "Fee Proposal Form" mentioned in the RFP but not included in the RFP or the website, do we need to utilize or fill out a specific fee form for this bid?
 - The form is in section 4.2 of the RFP.
- Is this a Historic Preservation?
 - Not at this time, but it is being applied for. There are still 13 windows that need to be replaced, once restorations are complete, the Library will eventually apply through SHPO. Eventually, you will be able to look up the library record in CRIS
- Is this a reconfiguration of the library or more of a design aspect and are there any other goals?
 - Right now, the focus is on existing systems and make sure the building is still functioning. Some of the land is on a burial ground so there cannot be a lot of digging.
 - The goal is to bring back the library to what it was with special attention to furnishing or equipment that can pose a threat or hazard.
- How old is the roof? Is there a warranty?
 - The roof may be between 16 and 20 years old
- What was the original roof?
 - You may need to contact the city or rely on the visual inspection
 - City Documents might not be reliable
- Are the storm and sanitary video cameras part of the assessment
 - They can be if they are in the allowance category.

- Is the roof going back to slate
 - That depends on what the State says. SHPO is willing to work with the library to use alternatives that maintain the look and feel of the library
- Is the insurance Policy at \$5million or is it negotiable
 - It is negotiable
- Will SHPO Assist?
 - The RFP Assessment fee schedule is to allow design and prioritizing guidance on critical projects path
 - We will need a prioritized list of what to move forward with
- What is included in the grounds area?
 - Possibly just the area that is fenced in. Check in the Erie county real property tax database.

Questions Submitted after Pre-Submittal Conference through July 13, 2023

- Can I secure a copy of the plan holders list?
 - There are no plans to hold
- Upon review of the Erie County GIS, we identified the Library is part of a large parcel of property that includes athletic field. Refer to the attached map
 During the review meeting yesterday, it was indicated that we should review the Erie County GIS for the boundary of the property to be included in the study. There is an old chain link fence on the west side of the building. Should we consider this to be the limit of the Site area to be included in the study?
 - In answer to your question, yes, please use and extend the chain link fence on the west side as a limit line.
- Are there any specific Minority / Women / Service-Disabled Veteran Owned Business goals for professional, technical, and other consultant services required for this project?
 - Your question will be addressed via addendum to accompany with responses to questions asked to date (including at the pre-proposal meeting). I anticipate that document will be posted later this week at: <https://www.buffalolib.org/becpl-system/request-proposals>.
- I am wondering how I could obtain a copy of the signup sheet of Architects and Engineers.
 - That information will be posted to the Library's RFP page along with responses to questions asked at the pre-proposal meeting. I anticipate that document will be posted later this week.

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July 6, 2023-11 AM

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