



Schenectady County  
Purchasing Department  
**ADDENDUM**

620 State St.-6<sup>th</sup> Floor  
Schenectady, NY 12305  
[Purchasing@schenectadycounty.com](mailto:Purchasing@schenectadycounty.com)  
518.388.4240

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**RFP-2022-51**

**Architectural & Engineering Design Services**  
**ADDENDUM #1**

5/23/2022

The purpose of this addendum is to provide detailed information to all Bidders. This addendum is hereby included in and made part of the Contract Documents, whether or not attached thereto. Receipt of this Addendum must be acknowledged on the bid form.

**CONTENTS/RESPONSE TO QUESTIONS/REFERENCE TO ATTACHMENTS**

**Please acknowledge this addendum on your bid form.**

**Please note the submission date has been extended to June 8, 2022.**

1. Is the A/E proposal to be a lump sum fee, a percentage of construction, or to be negotiated after a proposer has been chosen?

Lump Sum Fee.

2. Will the county provide a Fee Form for how it would like the proposed fee in line items?

County will not be providing a Fee form.

3. How many square feet of renovation is anticipated for this project?

Approximately 3,240 GSF

4. What is the construction budget for this project?

Approximately \$1 million

5. Will the County provide a full set of "As Built" building plans (i.e. civil, architectural, M.E.P., etc.) and specifications for the successful proposer to use?

County is currently working to get drawings to be made available.

6. Will the county provide CAD files of the existing building (including systems, sections, details).

County does not have CAD files but is currently working to get PDF Drawings.

7. Will any A/V and IT design be by the County or should it be included in the scope for the successful proposer?



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Architect is expected to work with the College IT department. Please include in scope.

8. What is the expected construction schedule for the project? (this is for determining how many site visits and meetings during CA)

Design would start as soon as contract execution. The intent would be to have construction start Fall/Winter of 2022. It would probably end Fall of 2023.

9. Has a historical study (archeological investigation) been conducted on the site? If not, is this to be included in the scope of services?

No there has not. Should not be needed for this project.

10. Will there be any required site work/design included in this project?

We do not believe so.

11. Are interior finishes and furnishings (F.F.E.) to be included in the proposal fee?

The County/College would work with a furniture vendor and it is expected that the Architect would help select finishes that would be in the space.

12. Has a hazardous material survey been completed? Is there any known asbestos in the building?

It has not been done yet. Building was built in 2001. A study/survey can be done.

13. Will the masterplan and building program be made available to proposers prior to submitting?

Yes, Please see attached.

14. Is an electronic proposal submission acceptable in lieu of the (3) required hard copies?

Electronic is allowed. Must be sent to [Purchasing@schenectadycounty.com](mailto:Purchasing@schenectadycounty.com)

15. Will the County M/WBE goals apply for design consultants under this contract?

No

16. Will an environmental assessment be required? Are there any existing environmental reports?

County will handle.

17. Is furnishing included in the scope?

Please see answer 11.



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**END OF ADDENDUM #1**

# Stockade Building

## Master Plan Projects

### Student Services Center

Academic Advising, Bursar, Financial Aid, and Registrar are currently located on the second floor of Elston Hall. These services will be consolidated on the first and second floors of the Stockade Building to improve student access, retention, and completion.

The first floor of the new Student Services Center will include a large waiting area and reception area with cross-trained staff to answer questions and self-help kiosks to process transactions. Students that need additional assistance will be directed to offices for Academic Advising, Bursar, Financial Aid, or Registrar located within the center.

A shared conference room, break room, and storage room will be available to staff and students. The adjacent lecture halls will be utilized for large group sessions.

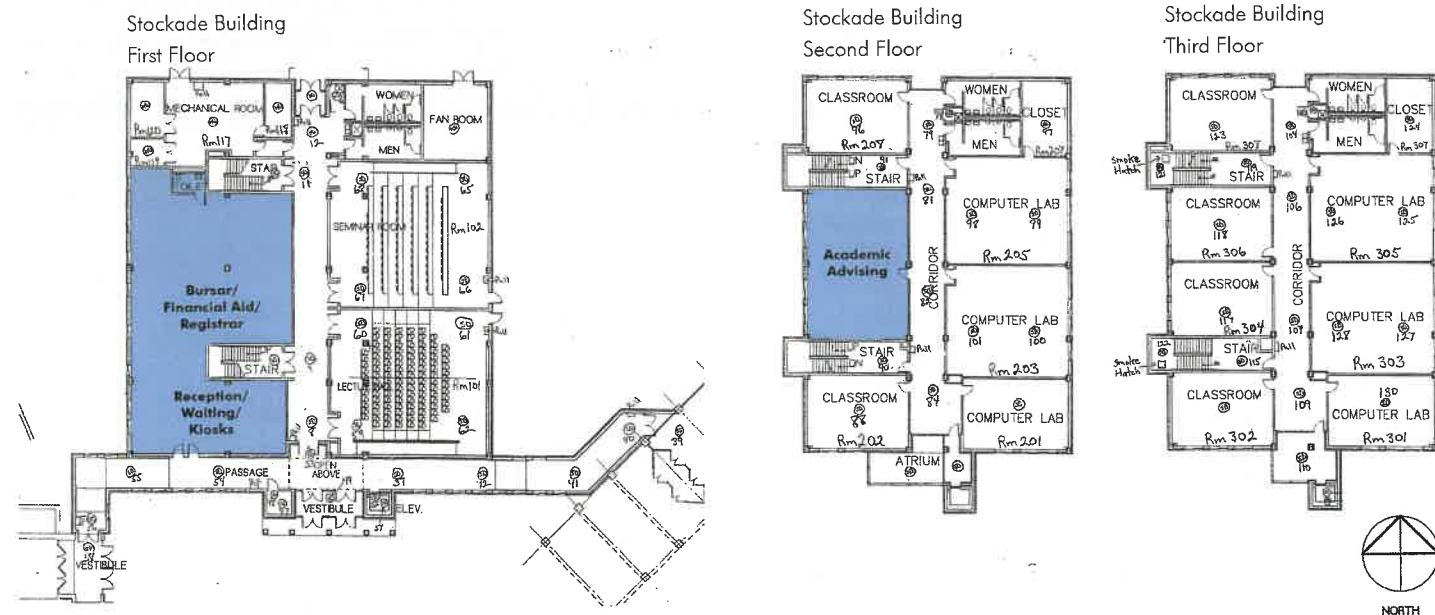
## Student Services Center - Proposed Space Program

	Existing Location	Number Stations	Station Size	Proposed NASF	Notes
<b>Student Service Center</b>					
Reception Area	New	8	80	640	Cross-Trained Staff; Shared Workstations  6 Self-Help Kiosks 5 FT Staff Offices; Shared Workstations 1 FT Staff Office 4 FT Staff Offices 2 FT Staff Offices Conference Table for 8
Waiting Area	New	N/A	N/A	400	
Self-Help Kiosks	New	6	35	210	
Academic Advising	Elston 222	9	VARIES	760	
Bursar	Elston 219A	1	120	120	
Financial Aid	Elston 221	4	120	480	
Registrar	Elston 215	2	120	240	
Conference Room	New	8	30	240	
Break Room	New	N/A	N/A	240	
Storage	New	N/A	N/A	120	
<b>Student Service Center Total</b>				<b>3,450</b>	

## Student Services Center - Estimate of Probable Cost

	Proposed GSF	Cost per GSF	Construction Cost	Notes
Academic Advising	900	\$155	\$140,000	Includes Reception Area and Shared Spaces
Bursar/Financial Aid/Registrar	3,240	\$155	\$503,000	
			<b>\$643,000</b>	
			Escalation to 2019	\$49,000
			<b>Construction Total</b>	<b>\$692,000</b>
			Soft Costs (35%)	\$243,000
			<b>Project Total</b>	<b>\$935,000</b>

## Student Services Center - Proposed Floor Plans





Schenectady County Office of Facilities  
 STUDENT SERVICES CENTER  
 RFB-2022-51  
 Pre-Proposal Walk Through

Name:	Company:	Phone:	Email:
Ekin Reich	Schenectady County		
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Russ Bailey	Sage Engineering	518 401 8192	russb@sage1lp.com
Daniel Gilder	Prudent Engineering	315-514-5599	dgilder@prudenteng.com
Nagar Gargari	Prudent Eng.	202-446-6292	ngargari@prudenteng.com
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Brian Taylor	Sung Sun		
Larry Schwartz	Sung Sun		
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Schenectady County Office of Facilities  
 STUDENT SERVICES CENTER  
 RFB-2022-51  
 Pre-Proposal Walk Through

Name:	Company:	Phone:	Email:
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