Request for Qualifications for Design and Construction Services

People United for Sustainable Housing (PUSH Buffalo) in Buffalo, New York is seeking a Statement of Qualifications (SOQ) from interested Design, Construction, or Design-Build firms for the design and construction of a 3,000ft² Sustainability Workforce Training Center (SWTC). The mission of PUSH Buffalo, and this SWTC, is to mobilize residents to create strong neighborhoods with quality, affordable housing; to expand local hiring opportunities; and to advance economic and environmental justice. The SWTC is primarily funded by an Empire State Development Workforce Development Challenge grant.

1.0 Project Site

The site for the SWTC is two adjacent vacant parcels of land in Buffalo, New York:
- Parcel #1: 169 Arkansas Street, Buffalo, New York 14213 (SBL: 99.43-2-11)
- Parcel #2: 298 Hampshire Street, Buffalo, New York 14213 (SBL: 99.43-2-14)

The two properties are currently being used by PUSH Buffalo to store bulk landscaping supplies and property maintenance equipment. A vacant garage on Hampshire Street will need to be removed as part of the scope of work; PUSH Buffalo would prefer to retain the garage on Arkansas Street to continue to store maintenance equipment. In total, the combined area of the two parcels is approximately 0.31 acres.

A survey and ground penetrating radar study of the site is included with this RFQ.

2.0 Project Description and Anticipated Scope

The SWTC Project has 3 major components:
1) A training center building (3,000ft²),
2) A greenhouse (area to be determined), and
3) A work yard for property maintenance and training.

It will be sited on the two lots described above, owned by PUSH Buffalo/Buffalo Neighborhood Stabilization Corporation (BNSC). It is likely that the two parcels will need to be combined into one to accommodate the programmatic elements.

The SWTC is intended to receive people who are enrolled or are interested in enrolling in PUSH workforce services (i.e., “the hiring hall”). The SWTC building should be designed to be flexible, open, welcoming, and as comfortable as possible. It will house office spaces (these can be shared open offices with at least one private office or conference room for sensitive conversations) as well as flexible space for workforce trainings. The nature of the trainings will continue to evolve over time as programs shift.

Some trainings are classroom-based and will require clear and effective digital presentations. Some of the trainings are computer-based. Most of the trainings will be hands-on and require the use of demonstration modules (e.g., an air source heat pump on a rolling platform that can be plugged in and worked on and then stored away) and space for project-based building demonstrations (i.e., building a full-sized panelized passive construction wall).

The building itself should serve as an example of a sustainable building with passive house construction, zero net energy with on-site photovoltaics, and smart energy monitoring systems. The mechanical room should also be used as an observable training space (i.e., green technologies, all systems labeled, etc.).
Siting considerations:

- Maintain the working-class character of the neighborhood,
- Main entrance located along Hampshire Street with door to the street,
- Structure aligned with mixed-use residential/commercial buildings adjacent to the site,
- Site plan considerate and compatible with residences next to the site,
- Building oriented for optimal solar gain,
- Maintain as much of the existing work yard as possible.

Training needs that may be able to be combined and/or shared:

- Allow large deliveries to be easily loaded and unloaded,
- A large amount of High Bay Space to be used flexibly for training and demonstrations (28x56),
- At least one large bay door (i.e., 16’ wide x14’ tall),
- A flexible classroom for up to 20 trainees,
- A space that can serve as a quiet study area with desks and outlets for laptops for trainees,
- A space that provides a wall for projections,
- Exposed building systems as much as possible (i.e., clear wall to show insulation, labeled mechanical room, and easy access to solar panels on roof of building, etc.)
- Storage options for tables, chairs, and training equipment to get them out of the way,
- Tool shop space (tool storage and workbench for tool care).

Office needs:

- A reception area with chairs and a desk,
- 1-3 workstations for staff,
- At least 1 private office/conference room with closed doors and adequate sound-proofing,
- Refrigerator, food prep station, food sink, outlet for plug in electric stove.

Amenities:

- Two gender neutral bathrooms each with a changing table,
- Mop sink and hose bib for cleaning space,
- Mechanical room with user friendly smart monitoring and building systems,
- Efficient fossil fuel free mechanical systems (e.g., air- or water-source heat pump),
- Buffer space between the training center and greenhouse for staging, however the two structures should not be joined to limit moisture control issues.

Preferences:

- Consumption and generation metering throughout the building to track both in detail,
- Display of all energy generation and consumption in the building
- Electric vehicle charging station,
- Hangout space with couches, TV, and table.
3.0 Anticipated Project Budget

The total funding currently available for design and construction from Empire State Development is $1,200,000. This figure does not include support for furniture, fixtures, and training equipment which will be supplied separately. In addition, the owner has reserved a contingency and plans a fundraising effort in spring/summer 2020 to support the building fit-out.

4.0 Anticipated Project Schedule

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue/advertise RFQ</td>
<td>1/10/2020</td>
</tr>
<tr>
<td>Owner conducts a pre-submittal conference for all interested firms. Location: School #77, 429 Plymouth Ave, Buffalo, New York 14213</td>
<td>1/22/2020 @ 10 am</td>
</tr>
<tr>
<td>Firm registration due to PUSH Buffalo.</td>
<td>1/22/2020</td>
</tr>
<tr>
<td>Deadline for written questions and clarifications on RFQ.</td>
<td>1/24/2020</td>
</tr>
<tr>
<td>Deadline for submission of Statement of Qualifications to PUSH Buffalo.</td>
<td>1/31/2020</td>
</tr>
<tr>
<td>Owner completes qualification evaluation to establish a shortlist of firms remaining. Owner notifies shortlisted firms and schedules interviews.</td>
<td>Mid- to late-January 2020</td>
</tr>
<tr>
<td>Complete interviews, notify selected firm, contract negotiations</td>
<td>Early March 2020</td>
</tr>
<tr>
<td>Award of contract and notice to proceed</td>
<td>Week of March 15th, 2020</td>
</tr>
<tr>
<td>Groundbreaking ceremony</td>
<td>Mid- to late-Summer 2020</td>
</tr>
<tr>
<td>Certificate of occupancy and Construction Completion</td>
<td>By March 1, 2021</td>
</tr>
</tbody>
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5.0 Selection Criteria and Scoring:

5.01 Deadline for Receipt of Qualifications, Email Contact:

Proposals are due by **3:00pm, Friday, January 31st, 2020**. Completed proposals should be sent as a PDF via email to:

De’yron Tabb, Project Manager  
Buffalo Neighborhood Stabilization Co./PUSH Buffalo  
devron@pushbuffalo.org

The name and address of the submitter should appear on the cover of the submittal and the package should reference the project; i.e. “Statement of Qualifications for Design-Build Services for the PUSH Buffalo Sustainability Workforce Training Center.”

5.02 Statement of Qualifications Format:

Cover Letter ........................................................................................................................................................................................................... 1 page

The SOQ must include a Cover Letter with the complete name and address of the prime firm/company and the name, mailing address, and telephone number of the person that PUSH Buffalo should contact regarding the SOQ.
If there are multiple firms proposed as one team, each firm must describe itself accordingly in the RFQ submittal. Indicate on the first page of the submittal which firm company is the lead Construction Manager or Design-Build, any firm/company qualifying as a women- or minority-owned entity, and the individual whose signature grants authority to bind Submitter to the provisions of the RFQ.

Executive Summary.................................................................................................................................................. 1 page

A brief narrative statement documenting an understanding of the scope of work, proposed approach to achieving passive/zero net energy design goals, key challenges, and the submitter’s overall vision for a successful high quality project consistent with the criteria in this RFQ and the mission of PUSH Buffalo.

Project Approach and Action Plan......................................................................................................................... 2-3 pages

Provide a detailed statement of the firm’s proposed Approach and Action Plan to successfully complete the work. Firm’s plan of action should include both functional and personnel organization which indicates the firm’s specific approach to accomplishing the Project Scope. Describe the challenges anticipated for performing the requested services that may impact the scope, schedule or budget and the proposed solutions to address these concerns. Include references where such solutions were utilized in the past.

Qualifications and Experience.................................................................................................................................... 4-6 pages

Section shall include a brief description and history for each firm/company on the proposed team including number of years the firm/company has been in business and its growth history, experience in projects with PUSH Buffalo and any past or current experience with the proposed Design, Construction, Design-Build format. Indicate:

1. Company / Firm name.
2. Physical address, and if different, mailing address & zip code.
3. E-mail address and name of primary contact at each company/firm.
4. Main telephone number and direct telephone number for contacts.
5. Form of firm/company ownership including state of residency or incorporation. Include description of the submitter/s company structure: i.e. sole proprietorship, partnership, corporation, Limited Liability Company (LLC), joint venture or other structure.
6. Also briefly describe projects that your firm/company has completed in the past five years that also required Design, Construction or design-build services and were valued at or above $1,200,000.
7. List any active or pending litigation with owners, subcontractors and other construction-related entities and explain. List and briefly describe any and all legal actions for the past three years in which respondent has been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under a contract or agreement; a respondent in an administrative action for deficient performance, or a defendant in a criminal action.
8. Has the firm/company ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? If so, please explain.
Related Design, Construction, or Design-Build Project Experience ............................................... 3 pages

Provide 1/2 page descriptions for up to five (5) reference projects for which the firm has provided professional design and construction services of a nature, quality, size and scope specifically similar to those required in this RFQ. Include:

1. Name of the organization to which services were provided.
2. Project location.
3. Start and complete dates during which services were performed.
4. Brief description of the project.
5. Cost description (which at a minimum must include: original project budget, final project cost and an explanation of any difference in original and final costs if applicable, construction value, and fee for professional services).
6. Description of mechanical/electrical/plumbing systems design, and modeled vs. measured energy use intensity (EUI).
7. Proposed team members that worked on the projects including their title and role on that project.
8. Identification of a current contact reference including organizational title, address, telephone numbers and e-mail address for each project.

Project Team Personnel Selection or Proposed Selection Strategy ............................................... 1-2 pages

An explanation of project team selection to accompany a list of licensed contractors, licensed subcontractors, and licensed design professionals whom the construction manager or design-builder proposes to use for the project’s design and construction as noted in Proposed Personnel section below.

Proposed Personnel .......................................................................................................................... 8-10 pages

Provide general information about personnel capability and a list of qualified and available staff and resources including classifications, numbers of employees, respondent’s ability to provide sufficient qualified personnel to this project upon award, the locations and staffing of relevant offices and an organizational chart of staff including the percentage of time they will be assigned to the project. Describe specific roles and responsibilities identifying experience and ability for key personnel and the intended interface between the team and any other potential consultants involved in this project.

The key personnel, at a minimum, are the proposed Designer(s) of Record, supporting project architects and engineers, project superintendent, Construction Manager/Design-Builder’s project manager, project director, estimator, preconstruction manager and the executive in charge. Submit a 1 to 2 page resume for each individual with relevant information as described below including title, education, previous work experience, applicable training and certifications, previous projects with the firm/company and length of service with the firm/company.

Project Experience of the Designer(s) of Record should include:

Relevant experience on other Construction Managed or Design-Build projects as designer especially with buildings comparable to this project in directly applicable ways. Describe no fewer than five projects in order of most relevant to least relevant that demonstrate the Designer/Team’s capabilities to provide design services for the project at hand. Identify whether...
the projects involved any of the firms/companies included in responder’s submittal for this RFQ.
For each project, the following information should be provided:

1. Project name.
2. Project location.
3. Dates during which services were performed.
4. Physical description (e.g., square footage, number of stories, site area).
5. Cost description (this description, at a minimum, must include: original project budget; final project cost and explanation of any differences in the original and final costs, if applicable)
6. Brief description of project.
7. Services performed as Designer.
8. Statement of performance versus owner expectations in the areas of cost, quality, and schedule.
9. Owner reference(s).

Relevant Project Experience of the Construction Manager/Builder should include:

Description of project experience with similar building types and Construction Manager or Design-Build delivery method or performing as a general contractor on comparable types and sizes of projects. Describe no fewer than five projects in order of most relevant to least relevant that demonstrate the Builder/Team’s capabilities to perform the project at hand. Identify whether the projects involved any of the firms/companies included in responder’s submittal for this RFQ. For each project, the following information should be provided:

1. Project name.
2. Project location.
3. Dates during which services were performed.
4. Physical description (e.g. square footage, number of stories, site area)
5. Brief description of project.
6. Cost description (this description, at a minimum, must include: original project budget; final project cost; and why there exists a difference in the original and final costs, if any).
7. Services performed as Builder.
8. Statement of performance versus owner expectations in the areas of cost, quality, and schedule.
9. Owner reference(s).

Firm/Team Financial Responsibility Information ................................................................. 1 page

1. Provide preliminary information on your fee structure based on the scope indicated above.
2. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

Project Controls / Deliverables - Quality and Schedule ......................................................... 2-3 pages

Provide information on managing the quality of proposed deliverables including a proposed milestone schedule that illustrates total project time (in weeks) from award of contract through project completion, a quality budget including Professional Services Fee and Construction Costs, and a general Quality Assurance Plan and Safety Plan that identifies how quality control will be implemented throughout the design and construction process.
Statement of Diversity, Equity, and Inclusion ................................................................................................................................. 1 page

Provide a statement describing how principles of diversity, equity, and inclusion will be incorporated into all phases of the project. This should include, but is not limited to, the team’s commitment to minority- and women-owned businesses as defined under Article 15-A of the Executive Law.

Conclusion and Statement of Why the Proposing Firm Should Be Selected ......................................................................................................................... 1 page

This section provides each Firm/Team the opportunity to provide specific information that differentiates them from others in the RFQ process.

5.03 Statement of Qualifications Scoring:

It is the intent of PUSH Buffalo to be fair and equitable in its dealings with all candidates for selection. However, if the selection committee should determine that none of the firms submitting are qualified, PUSH Buffalo reserves the right to accept or reject any or all SOQ with or without cause. Issuance of this Request for Qualifications does not commit PUSH Buffalo to award a contract, to pay any costs incurred in preparation of a proposal, or to procure or contract for related services or supplies.

Each submitter will be evaluated and short-listed based on their SOQ score (100 points maximum) as determined the scoring criteria noted below:

1. Firm Experience and Qualifications ........................................................................................................................................ 30 Points
2. Proposed Design & Engineering Professionals’ Experience and Qualifications ................................................................. 20 Points
3. Project Understanding and Approach ...................................................................................................................................... 20 Points
4. Diversity, Equity, and Inclusion .................................................................................................................................................. 10 points
5. Minority- and Women-owned Business Participation ........................................................................................................ 10 points
6. Deliverable Quality, Project Schedule and Safety Controls .................................................................................................. 5 Points
7. Statement of Qualifications Quality and Responsiveness ........................................................................................................ 5 Points

PUSH Buffalo intends to shortlist the three most highly qualified Firms/Teams to interview with a selection committee made up of PUSH employees, PUSH members, and invited guests to help determine the final ranking before proceeding to a contract.
December 20th, 2019

Mr. De’yon Tabb  
Community Development Project Manager  
PUSH Buffalo / BNSC Co.  
429 Plymouth Ave  
Buffalo, New York 14213

Dear Mr. Tabb:

On December 20th, 2019, Encorus Group was on-site at 169 Arkansas Street and 298 Hampshire Street in Buffalo, New York to conduct a Ground Penetrating Radar investigation. The GPR investigation was performed in the parking lot to the adjacent buildings. The focus of this investigation was to determine if there were any buried fuel/oil storage tanks in the area of proposed demolition and construction.

The GSSI Utility Scan GPR units were utilized for the investigation.

In the areas scanned, the presence of several ground contacts was detected. The indications appeared to be several smaller objects, likely some metallic objects (rebar, scrap steel, etc.) buried in the area. This GPR scan did not yield results that would indicate the presence of a buried storage tank. Please see the attached aerial map for further details of the areas investigated.

If you have any further questions or comments in this matter please contact me at 716-592-3980.

Sincerely,

Pat Camillo  
Mechanical Integrity Department  
Encorus Group Engineering, P.C.
LIMITATIONS OF THIS REPORT

The results as presented in this report are based on the interpretation of collected field data and Encorus Group’s experience. Encorus Group’s services are conducted in a manner consistent with that level of care and skill ordinarily exercised by other members of the NDT community currently practicing under similar conditions subject to the time limits, and financial and physical constraints applicable to the services. Due to the nature of GPR, Encorus Group cannot guarantee the results of any measurements or dimensions that are not physically measured. The purpose of this investigation is to determine the approximate dimensions and rebar content of the concrete footings. The results and interpretations contained in this report are professional opinions. No other representation, expressed or implied, is included or intended. Encorus Group assumes no liability for any measurements or dimensions that are not physically confirmed or assumptions that are made assuming standard engineering/construction practices.

GPR methods may not detect all targets and interfaces of interest. It is also possible that the interpreted GPR data may reveal subsurface targets or interfaces that without intrusive sampling prior to data interpretation may have been misinterpreted.

Encorus Group will not be responsible for any claims, damages, or liability associated with any other party's interpretations of the data or reuse of the data in this report without our express written authorization.
The **Yellow** lines indicate the areas that were GPR scanned.
The **Red** lines indicate the area where random ground contacts were found.