



Schenectady County
Purchasing Department
ADDENDUM

620 State St.-2nd Floor
Schenectady, NY 12305
purchasing@schenectadycountyny.gov
518.388.4240

RFP-2024-09
SCHENECTADY COUNTY BUILDING SPACE SURVEY

ADDENDUM #3

Date: 01/14/2024

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.

The following documents is hereby included in the documents posted on Bidnet and provided to plan holders:

CONTENTS/RESPONSE TO QUESTIONS/REFERENCE TO ATTACHMENTS

General:

1. This addendum adds bid forms to the required submittal documentation.

Bid Request for Information and Response:

1. **Submission Requirements:**
 - a. For the January 20th 31,2025 submission, can you provide a more detailed explanation of what is required beyond the checklist? Specifically, how should proposals differ for new buildings versus existing buildings, given the potential variations in lease rates, sale prices, lease-to-purchase, and design-build proposals?
 - i. **Answer: See bid form attached.**
 - b. Additionally, is there a bid form that all proposers are required to submit with their proposal?
 - i. **Answer: See bid form attached.**
2. **Occupancy Timeline:**

When does the County need to occupy the new space?

 - a. **Answer: Mid-2028 for final move-in.**
3. **Lease Term:**

What is the preferred lease term?



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-
- a. **Answer: A 5-year lease with an option to purchase and a 10-year lease with an option to purchase.**
4. **Boilerplate Lease**
Is there a boilerplate lease available for review?
a. **Answer: Yes, all previous County office leases have been made a matter of public record.**
5. **Redecoration Requirements:**
If a lease is selected, is redecoration required? If yes, what is the scope and frequency?
a. **Answer: Upon commencement of lease, per the RFP scope. Depending on the term of the lease, we would ask for new carpet and paint at 7-year intervals.**
6. **Parking Costs:**
Should monthly parking fees be considered as part of the rent rate or sale price, or should they be treated as a separate additional cost?
a. **Answer: Please list parking fees separate from the rent or sale price.**
7. **Tax Exemption:**
If the County occupies the entire building, will it be exempt from paying taxes?
a. **Answer: No**
8. **Permits and Approvals:**
Is the County exempt from obtaining building permits and approvals? If yes, are there any related processes or requirements we should follow?
a. **Answer: When needed.**
9. **Product & Material Specifications:**
The RFP does not include product/material specifications or requirements. Can the County provide these specifications?
a. **Answer: Upon review of the concept plan the Architect and Owner will provide input.**
10. **Furniture, Equipment, and Millwork:**
Will existing furniture, equipment, and millwork, including but not limited to items in the courtroom, Legislative Room, Court Library, cafeteria, and other areas (e.g., copiers, kitchen appliances), be reused? If yes, please specify which items, including courtroom millwork, will be reused and who is responsible for their removal, transportation, and installation.
a. **Answer: Existing Furniture will be reused as deemed appropriate by the Director of Facilities.**
11. **New Courtroom Millwork:**



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Can you provide details and specifications for new courtroom millwork, if applicable?

- a. **Answer: County will provide past approved details on courtroom millwork, but all millwork is subject to State Court System Approval.**

12. **Full-Height Partitions:**

Please define "full-height partitions." When partitions are labeled as "full height," does this mean to the structure above? Some areas specifically mention the structure, while others only state "full height."

- a. **Answer: Full height partitions to the structure above.**

13. **Interior Doors:**

Should interior doors be flush or include vision panels, and are sidelights required? If yes, for which doors?

- a. **Answer: Private spaces such as bathrooms, storage, etc. should be solid, while doors to offices should have vision panels.**

14. **Door Hardware and Functionality:**

Can you provide door hardware specifications, including which types of hardware are required for each door? Additionally, can you provide definitions for the door function designations listed in the RFP?

- a. **Answer: Upon review of the concept plan the Architect and Owner will provide input.**

15. **Counters and Work Surfaces:**

What are the specifications for counters and work surfaces?

- a. **Answer: Upon review of the concept plan the Architect and Owner will provide input.**

16. **Exam Room Cabinets:**

What are the specifications for exam room cabinets?

- a. **Answer: Upon review of the concept plan the Architect and Owner will provide input.**

17. **Facilities Design Manual:**

The RFP references the "Chapter 4 Facilities Design Standard Manual," which we did not receive. Can this be provided?

- a. **Answer: Please reference RFP pages 5 through 28.**

18. **Storage Shelving:**

Can you provide more information regarding the storage shelving requirements?

- a. **Answer: Upon review of the concept plan the Architect and Owner will provide input.**

19. **Solar Panels:**



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The RFP references solar panels and states coordination with the owner. Will solar panels be required for this project? If so, who will be responsible for supplying and installing them- the Proposer or the County?

- a. **Answer: Neither. No solar panels.**

20. **Fire Protection:**

The RFP states that a sprinkler system is not required. Can you confirm this requirement? If required, is a specialty fire suppression system, such as a clean agent or pre-action system, needed for specific areas (e.g., data center or record storage)? If so, what system is preferred and for which areas?

- a. **Answer: Need a Fire Suppression System for Archive Storage and Data Center.**

21. **Sprinkler Heads:**

What type of sprinkler heads are required for finished ceilings (e.g., recessed or concealed)? Are custom colors required for any sprinkler heads?

- a. **Answer: Recessed sprinkler heads. No custom colors.**

22. **Wellness Rooms:**

Are wellness rooms required? If yes, how many and what are the requirements?

- a. **Answer: 1 per floor.**

23. **Ballistic Protection:**

Is ballistic board or other ballistic protection required in any areas of the building? If yes, which areas and what are the requirements.

- a. **Answer: Not required but the County would be interested in seeing a price.**

24. **Vault Requirements:**

What are the specifications for the vault?

- a. **Answer: No vault required.**

25. **Dumpster Quantity:**

How many dumpsters are required?

- a. **Answer: Minimum 2**

26. **Dock and Door Requirements:**

Is a loading dock or overhead door required? If yes, what are the design requirements, including whether a dock leveler is needed (manual or hydraulic, with size and capacity), if dock seals or restraints are required, and what type of truck will the dock need to accommodate?

- a. **Answer: A 12-foot-wide overhead door at grade is required and should it be possible, an 8-foot-wide overhead door with a below grade dock leveler.**



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27. **Central UPS:**

Is a central UPS required? If yes, what size is needed?

- a. **Answer: If talking about mail, no, not required. If not, clarification is needed.**

28. **Electrical Service:**

Is a 3000A 480V/3PH electrical service required, or can the building's electrical system be sized as needed?

- a. **Answer: Sized to meet the design criteria.**

29. **Dimmers:**

Are dimmers required? If so, which spaces?

- a. **Answer: Dimmers are not required but the County would be interested to see a separate price to incorporate.**

30. **Lighting Vendor:**

The RFP states that lighting must be purchased through "Point Source Group." Does all lighting need to be purchased through this vendor?

- a. **Answer: Not if the presented fixtures meet all necessary specifications.**

31. **Thermostats:**

Can you confirm whether Wi-Fi-enabled thermostats are required, as mentioned in the RFP, or if building management connected wired thermostats are acceptable?

- a. **Answer: BMS is preferred. No Wi-Fi enabled thermostats.**

32. **HVAC Zones:**

Are there maximum square footages or numbers of areas allowed per HVAC zone?

- a. **Answer: System to be designed per the NYS Mechanical code.**

33. **Space Conditioning:**

Are there any rooms requiring specific space conditioning for usage? If yes, please provide a list with temperature and/or humidity requirements.

- a. **Answer: Space conditioning for Records Storage. System to be designed per the NYS Mechanical code.**

34. **System Requirements:**

The RFP states "see additional controls notes (to be provided at a later date)." Is there additional information available on system requirements?

- a. **Answer: Not at this time.**

35. **Occupant Loads:**

Are there maximum occupant loads (per floor) that can be applied for diversity when



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sizing HVAC equipment?

- a. **Answer: To be designed based on final occupancies and NYS Mechanical code.**

36. **Records/File Storage:**

Confirm that records/file storage spaces are not considered warehouse areas and require full space conditioning.

- a. **Answer: These are not considered warehouse areas.**

37. **Security Fixtures:**

Do any spaces in the building require security-type fixtures, including but not limited to plumbing, HVAC, or electrical systems?

- a. **Answer: Only applied in public area of the courthouse programming.**

38. **STC Ratings:**

Are there specific STC rating requirements? If yes, what are they and where should they be applied?

- a. **Answer: Typical STC requirements for offices, exam rooms, conference rooms.**

39. **Acoustic Treatment and Sound Masking:**

Do any spaces in the building require acoustic treatment for privacy or a sound masking system? If yes, which spaces, and what are the design requirements? Does the County have a preferred sound masking system vendor?

- a. **Answer: There will be acoustic requirements for the court spaces. Upon review of the concept plan the Architect and Owner will provide input.**

40. **Security and Access Control Systems:**

What are the requirements for the security system, including access control, badging, and CCTV systems (e.g., manufacturer, camera resolution, style/type, color, minimum recording storage capacity)? Additionally, which doors and areas will require access control systems and monitoring, and what type or level of system is required for each? Does the County have a preferred vendor for these systems?

- a. **Answer: There are access control/badging requirements for the building. Any exterior entries that are not for public use and areas in the court program where the public should not have access to, such as the judge's chambers, court offices, etc.**

41. **Data Cabling:**

Who is responsible for data cabling installation?

- a. **Answer: Proposer is responsible.**

42. **Low Voltage Data Cabling:**



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Can the County provide low-voltage data cabling specifications?

- a. **Answer: All Ethernet cable is to be Cat 6.**

43. **Serving Closets and Data Center Specifications:**

Can the County provide specifications for the serving closets and data center?

Additionally, can the County confirm the locations of low-voltage serving closets? The RFP indicates one central data center-will serving closets be required on all floors? What are the proposed layouts for the serving closets and data center?

- a. **Answer: Network closets should be 2 per floor or more. No Ethernet run can be more than 300 feet. Cabling between floors should be fiber either single or multi-mode depending on distance.**

44. **Shared Serving Closets:**

Will all departments share the same serving closets?

- a. **Answer: Layout of floor plan depends on who or if departments are sharing network.**

45. **Impact of Multiple Departments:**

How will multiple departments in one building affect cabling, pathways, serving closet layouts, labeling, and commissioning?

- a. **Answer: All cables should run to network closets. Network closets should run directly to data center with redundant connections between floors. Switching will take care of separation. Labeling should be based off of floor and ports.**

46. **PTS and Non-PTS Separation:**

What separations are required between PTS and Non-PTS users?

- a. **Answer: Needs to be further reviewed based on building program with the county at a later date.**

47. **Wireless and A/V Systems Specifications:**

Can the County provide specifications for Wireless Access Points, A/V Systems, fiber optic, and other connectivity requirements, and specify which rooms or areas (such as conference rooms, courtrooms, etc.) require them?

- a. **Answer: We can provide Access Points. We will need cabling ran to each placement of the AP's. AV in each conference room should have a min of data, HDMI, and power at the table and connection to TV/Projectors. Courtrooms would need involvement from external(state) as they control certain parts of the AV. Layout of the building will decide how many AP's per floor. Min of 4 per floor would be a good starting point.**

48. **Turnstiles or Gates:**

Will turnstiles or gates be required? If yes, do they need to be access- controlled?

Additionally, if any existing turnstiles or gates are being reused, who is responsible for



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their removal and reinstallation?

- a. **Answer: Not required.**

49. **Electronic Door Locking Hardware:**

What types of electronic door-locking hardware will be required (e.g., electric strikes, motorized latch retraction, mag-locks)? For which doors, and how many of each type?

- a. **Answer: Motorized strikes. Number of doors to be determined during design.**

50. **Elevator CCTV:**

Will elevators require CCTV cameras?

- a. **Answer: Yes**

51. **Gas Appliances:**

Are there any gas appliances in the building? If yes, how many, and how many are in the same room?

- a. **Answer: No, there will not be gas appliances.**

52. **Large Private Office (12x12):**

- a. Clarify the desk size requirement (minimum B' x 8').

- i. **Answer: 6'x8' desk**

- b. Should the worksurface front be deeper than 24" with a 24" return?

- i. **Answer: Requirements to be coordinated with system furniture representative.**

- c. How many supporting pedestals are required, and should they be BBF or FF?

- i. **Answer: Requirements to be coordinated with system furniture representative.**

- d. Is an ergonomic chair part of the RFP? If yes, provide details.

- i. **Answer: New furniture will be determined by the county. Owner/architect to coordinate with furniture vendor.**

- e. Are guest chairs part of the RFP? If yes, specify details and quantity per office.

- i. **Answer: New furniture will be determined by the county. If yes, then 1-2 chairs would be used in specific office spaces.**

- f. What are the material requirements for desks (e.g., wood veneer, laminate, metal)?

- i. **Answer: All materials listed above would be acceptable. Owner/architect to coordinate with furniture vendor.**

53. **Typical Private Office (10x10):**



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-
- a. Confirm if an 8x8 L-desk fits while meeting ADA compliance.
 - i. **Answer: Typical 6'x8' desk would be used.**
 - b. Should the worksurface front be deeper than 24" with a 24" return?
 - i. **Answer: 24" deep is acceptable. Owner/Architect to coordinate with furniture representative.**
 - c. How many supporting pedestals are required, and should they be BBF or FF?
 - i. **Answer: Owner/Architect to coordinate with furniture representative.**
 - d. Is an ergonomic chair part of the RFP? If yes, provide details.
 - i. **Answer: New furniture will be determined by the county. If yes, then ergonomic chairs would be used at desks.**
 - e. Are guest chairs part of the RFP? If yes, specify details and quantity per office.
 - i. **Answer: New furniture will be determined by the county. Owner/Architect to coordinate with furniture representative.**
 - f. What are the material requirements for desks (e.g., wood veneer, laminate, metal)?
 - i. **Answer: All materials listed above would be acceptable. Owner/Architect to coordinate with furniture representative.**
- 54. Typical Cubicle Space (6x8):**
- a. Confirm if the specified furniture (2 pedestals, 4-drawer lateral file, 4-shelf bookcase, 42" overhead shelf, guest chair) fits in 6x8.
 - i. **Answer: Upon review of concept plan the architect and owner will provide input.**
 - b. Will new specifications and a typical layout be provided?
 - i. **Answer: Upon review of concept plan the architect and owner will provide input.**
 - c. What are the panel height requirements?
 - i. **Answer: Upon review of concept plan the architect and owner will provide input.**
 - d. Is an ergonomic chair part of the RFP? If yes, provide details.
 - i. **Answer: Furniture is not included in the RFP.**
- 55. Semi-Private Cubicle Space (10x10):**
- a. Is this intended to support two people working simultaneously?
 - i. **Answer: No, only one person.**



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- b. Should the layout include two L-desks with pedestals, two 42" open overhead storage units, a 4-shelf bookcase, and a 4-drawer lateral file?
i. **Answer: Owner/Architect to coordinate with furniture representative.**
- c. Can a detailed layout and drawing be provided?
i. **Answer: Architect and owner will review and provide feedback.**
- d. Is an ergonomic chair part of the RFP? If yes, provide details.
i. **Answer: Furniture is not included in the RFP.**
- 56. County Clerk Scanning Workstation:**
- a. Will this station accommodate two people with two L-desks?
i. **Answer: One person at each station.**
- b. Can a detailed layout and seating specifications be provided?
i. **Answer: Architect and owner will review and provide feedback.**
- 57. Reception Station:**
- a. What height should the storage cabinet be?
i. **Answer: Owner/Architect to coordinate with furniture representative.**
- b. Should the station be an L or U shape to support additional equipment?
i. **Answer: Owner/Architect to coordinate with furniture representative.**
- c. Confirm if a 4-drawer lateral file and 132" of book shelving are required.
i. **Answer: Owner/Architect to coordinate with furniture representative.**
- d. Is an ergonomic chair part of the RFP? If yes, provide details.
i. **Answer: Owner/Architect to coordinate with furniture representative.**
- 58. Court Library Space:**
- a. What size should the tables be?
i. **Answer: Upon review of concept plan the architect and owner will provide input.**
- b. Provide details for seating (e.g., material, stacking, arms, wheels).
i. **Answer: Upon review of concept plan the architect and owner will provide input.**
- c. What are the requirements for bookshelves (e.g., height, quantity, material)?
i. **Answer: Upon review of concept plan the architect and owner will provide input.**



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59. Judge's Chambers:

- a. What material is required for desk construction (e.g., wood, laminate)?
 - i. **Answer: Owner/Architect to coordinate with furniture representative.**
- b. Should the desk front be deeper than 24"?
 - i. **Answer: Owner/Architect to coordinate with furniture representative.**
- c. How many pedestals are required, and should they be BBF or FF?
 - i. **Answer: Owner/Architect to coordinate with furniture representative.**
- d. Is an ergonomic chair part of the RFP? If yes, provide details.
 - i. **Answer: Furniture is not included in the RFP.**
- e. Are guest chairs required? If yes, how many, and what are the specifications?
 - i. **Answer: Upon review of concept plan the architect and owner will provide input.**

60. Conference Rooms:

- a. How many seats are required at the table, and what are the seating specifications?
 - i. **Answer: Upon review of concept plan the architect and owner will provide input.**
- b. How many guest chairs are required around the perimeter?
 - i. **Answer: Upon review of concept plan the architect and owner will provide input.**
- c. Are power outlets required in the tables?
 - i. **Answer: Upon review of concept plan the architect and owner will provide input.**
- d. What are the required dimensions for the tables?
 - i. **Answer: Upon review of concept plan the architect and owner will provide input.**

61. Training Rooms:

- a. Are power outlets required in the tables? If yes, provide details.
 - i. **Answer: Upon review of concept plan the architect and owner will provide input.**
- b. What are the sizing requirements for the tables?
 - i. **Answer: Upon review of concept plan the architect and owner will provide input.**



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- c. What are the seating requirements?
- i. **Answer: Upon review of concept plan the architect and owner will provide input.**
62. **Waiting Rooms:**
- a. Does the waiting room workstation require a countertop?
 - i. **Answer: Owner/Architect to coordinate with furniture vendor.**
 - b. Are waiting room chairs required? If yes, how many, and what are the specifications?
 - i. **Answer: Owner/architect to coordinate with furniture vendor.**
63. **Cafe:**
- a. Confirm if tables should be on wheels.
 - i. **Answer: Owner/Architect to coordinate with furniture vendor.**
 - b. What are the specifications for seating?
 - i. **Answer: Upon review of concept plan the architect and owner will provide input.**
64. **Record Storage:**
Is additional storage required within this space? If yes, provide details.
 - a. **Answer: Storage cabinets are needed within the space to house the records.**
65. **Project Phasing:**
Will the project be phased, or will the building be turned over 100% complete?
 - a. **Answer: This will be phased.**
66. **Furniture Responsibilities:**
For items designated as "Furniture Not in Subcontract" in the RFP, is disassembly, removal, and reinstallation the responsibility of the furniture vendor?
 - a. **Answer: This will be the responsibility of the County.**
67. **Apprenticeship Training Requirement:**
Will furniture vendors delivering and installing products (not categorized as building contractors or subcontractors), be subject to the XXII Apprenticeship Training Program requirement? We presume this requirement does not apply given the nature of our service, which involves manufacturer-certified installers to maintain warranty compliance. Can the County confirm?
 - a. **Answer: The County Attorney will be available to review all apprenticeship training requirements for applicants of this bid specific questions**



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Please acknowledge this addendum on your bid form.

END OF ADDENDUM #3



Schenectady County Request for Proposal
 SCHENECTADY COUNTY BUILDING SPACE SURVEY
 RFP-2024-09

Proposal Form

Proposer Name/Stamp: _____

A. PROJECT IDENTIFICATION:

RFP-2024-09 SCHENECTADY COUNTY BUILDING SPACE SURVEY

SINGLE PRIME PROJECT

THIS PROPOSAL IS SUBMITTED TO:

Schenectady County Purchasing
 620 State Street, 2nd Floor
 Schenectady, New York 12305-2114
 (518) 388-4240

The undersigned PROPOSAL proposes and agrees, if this PROPOSAL is accepted, to enter into an Agreement with COUNTY in the form included in the Contract Documents to complete all work as specified or indicated in the Contract Documents for the Contract Price and by the completion date indicated in the Agreement and in accordance with the Contract Documents.

PROPOSER accepts all of the terms and conditions of the Instructions to Proposers, including without limitation those dealing with the disposition of Proposal Security. This Proposal will remain open for forty-five (45) days after the day of Proposal opening. PROPOSER will sign the Agreement and submit the Contract Security and other documents required by the Contract Documents within fifteen (15) days after the date of COUNTY'S Notice of Award.

In submitting this PROPOSAL, PROPOSER represents that:

- (a) PROPOSER has examined the site and locality where the work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the work and has made such independent investigations as PROPOSER deems necessary;
- (b) This PROPOSAL is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any Agreement or rules of any group, association, organization or corporation; PROPOSER has not directly or indirectly induced or solicited or induced any person, firm or a corporation to refrain from bidding; and PROPOSER has not sought by collusion to obtain for himself any advantage over any other PROPOSER or over COUNTY;
- (c) PROPOSER will complete the work for the Proposal submitted below.
- (d) PROPOSER HAS EXAMINED COPIES OF ALL THE CONTRACT DOCUMENTS.
- (e) PROPOSAL acknowledges the receipt of the following addenda and has included these requirements in the Proposal. (If none, so state and affix signature).

Addendum #	Date



Schenectady County Request for Proposal
SCHENECTADY COUNTY BUILDING SPACE SURVEY
RFP-2024-09

Proposal Form

Proposer Name/Stamp: _____

PROJECT NAME:

SCHENECTADY COUNTY BUILDING SPACE SURVEY

\$ _____
LEASE PROPOSAL TOTAL

(TOTAL WRITTEN AMOUNT)

The following documents are attached to and made a part of this Proposal:

- a) Certified Copy of Resolution of Board of Directors
- b) Non-Collusion Proposal Certification
- c) Iranian Divestment Form
- d) Russian Divestment Form
- e) Disclosure of Prior Non-Responsibility Determinations
- f) Certification for the Prevention of Sexual Harassment
- g) Subcontractors Listing
- h) Proposer's Qualifications
- i) W-9 *(If Proposer has not worked with County in last 2 calendar years)



Schenectady County Request for Proposal
SCHENECTADY COUNTY BUILDING SPACE SURVEY
RFP-2024-09

Proposer Form: **Proposer Name/Stamp:** _____

PROPOSER:

Legal Name of Person, Partnership, or Corporation

Authorized Signature

Type or Print Name

Date Submitted

PROPOSER ADDRESS:

Street

City

State

Zip Code

Telephone Number

Facsimile Number

Email Address

Website

Federal Employer Identification Number



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SCHENECTADY COUNTY BUILDING SPACE SURVEY
RFP-2024-09

Proposer Form: **Proposer Name/Stamp:** _____

PROJECT NAME:

SCHENECTADY COUNTY BUILDING SPACE SURVEY

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(TOTAL WRITTEN AMOUNT)

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SCHENECTADY COUNTY BUILDING SPACE SURVEY
RFP-2024-09

Proposer Form: **Proposer Name/Stamp:** _____

PROPOSER:

Legal Name of Person, Partnership, or Corporation

Authorized Signature

Type or Print Name

Date Submitted

PROPOSER ADDRESS:

Street

City

State

Zip Code

Telephone Number

Facsimile Number

Email Address

Website

Federal Employer Identification Number



Schenectady County Request for Proposal
SCHENECTADY COUNTY BUILDING SPACE SURVEY
RFP-2024-09

Proposer Form: _____ **Proposer Name/Stamp:** _____

PROJECT NAME:

SCHENECTADY COUNTY BUILDING SPACE SURVEY

\$ _____

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(TOTAL WRITTEN AMOUNT)

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