



Schenectady County  
Purchasing Department

620 State St.-2<sup>nd</sup> Floor  
Schenectady, NY 12305  
[purchasing@schenectadycountyny.gov](mailto:purchasing@schenectadycountyny.gov)  
518.388.4240

**ADDENDUM**

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**RFP-2025-01**  
**AQUATIC CENTER BUILDING CONSTRUCTION MANAGEMENT SERVICES**

**ADDENDUM #2**

Issued Date: 02/13/2025

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

**General Information:**

1. This addendum updates the proposal documentation.
  - a. **Added a “CM Fee Proposal Form”.**
  - b. **Page 4: Notice to Bidders – No Public Opening.**
  - c. **Page 14: Updated Field Office Instructions.**
  - d. **Page 16: Corrected Standard Form of Agreement document numbering.**
  - e. **Page 17: Added “References” to the Technical Proposal section.**
  - f. **Page 20: Updated “Bid Security” section to “If Applicable” to “Not Applicable”.**
2. The County has received and will be using federally funding for this project.
3. The Construction Manager will utilize the County's project management software program, Procore, for the document control aspect of the project. The CM will use their own project management software for the cost control aspect of the project.

**RFI's**

1. Please confirm bid bond is required; not typical as this is a professional service.
  - a. **Answer: Not Required (please see attached pg. 20 of the proposal documentation)**
2. The RFP defines the selection criteria which is not entirely cost based. As such, is the intention to have a public bid opening as indicated in the RFP?



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- a. **Answer: There will be no public opening.**
3. Page 10 of RFP defines Inspection services which are typically a third party direct to the Owner. Please confirm intent.
  - a. **Answer: The County will engage third party inspection services. The Construction Manager will provide services in accordance with Article 3 of AIA C132-2019**
4. Please confirm this is a professional services agreement and not a construction contract for purposes of Article XXI and XXII.
  - a. **Answer: Yes, this is a professional services agreement and not a construction contract. Articles XXI and XXII are not applicable to the professional services agreement.**
5. Please advise if there is a standard proposal form as one did not appear to be included.
  - a. **Answer: Yes, please see attached below.**
6. Form of agreement is not included, please confirm the county is open to modifications to the eventual agreement.
  - a. **Answer: The RFP references the form agreement on page 15-16 of the RFP. It is the Standard Form Agreement between Owner and Construction Manager as Advisor, AIA C132-2019.**

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Company Name of Contract Document Holder

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Signature Acknowledgment of Contract Document Holder

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Date

**RETURN WITH SIGNATURE ACKNOWLEDGEMENT WITH YOUR PROPOSAL**

**END OF ADDENDUM #2**

**CM FEE PROPOSAL FORM - Aquatic Center Building - RFP - 2025-01**

FIRM NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TEL/E-MAIL: \_\_\_\_\_

The following form is to be used as the CM Firm's Fee Proposal:

**HOURLY RATES FOR SERVICES**

Please list hourly rates, fully loaded, including overhead and profit. If any position is not applicable please label "n/a".

<b>Title</b>	<b>2025 Rate</b>	<b>2026 Rate</b>	<b>2027 Rate</b>
<b>Principal</b>			
<b>Project Executive</b>			
<b>Sr. Project Manager</b>			
<b>Project Manager</b>			
<b>Asst. PM</b>			
<b>Project Engineer</b>			
<b>Project Coordinator</b>			
<b>Admin. Assistant</b>			
<b>CAD Technician</b>			
<b>Project Scheduler</b>			
<b>Cost Estimator</b>			
<b>Safety Officer</b>			
<b>Field Superintendent</b>			
<b>Assistant. Super.</b>			
<b>MEP Super.</b>			
<b>Other:</b>			
<b>Other:</b>			

## RESOURCE STAFF SCHEDULE OF HOURS

Please list the estimated hours for each position during each phase of the project.

<b>Title</b>	<b>Preconstruction @ 9 months (# of hrs)</b>	<b>Construction @ 16 Months (# of hrs)</b>	<b>Commissioning/ Close Out @ 2 Months (# of hrs)</b>	<b>Total # of hrs</b>
Principal				
Project Executive				
Sr. Project Manager				
Project Manager				
Asst. PM				
Project Engineer				
Project Coordinator				
Admin. Assistant				
CAD Technician				
Project Scheduler				
Cost Estimator				
Safety Officer				
Field Superintendent				
Assistant. Super.				
MEP Super.				
Other:				
Other:				

**Proposed Breakdown of CM Staffing Fee by Phase:**

Using the hourly rates and estimated hours above, please calculate the proposed estimated fee for each phase of the project

Description	Total Estimated Fee
I. Pre-Construction Phase	\$
II. Construction Phase	\$
III. Commissioning / Closeout Phase	\$
<b>TOTAL Estimated Fee</b>	\$

**TOTAL WRITTEN VALUE OF ESTIMATED FEE:**

\_\_\_\_\_ (DOLLARS)

**ADDITIONAL REIMBURSABLE ALLOWANCES** (If determined necessary)

List all not-to-exceed Reimbursable Allowances for which reimbursement would be requested (e.g. out-of-town travel, etc.). Please see additional information in this addendum regarding the CM's responsibility to provide and maintain a Field Office.

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

TOTAL.....\$\_\_\_\_\_

The submitted CM Fee Proposal bids include all stipulations and requirements of supplements (Addenda) numbers:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ which have been received and accepted by the undersigned.

PROPOSAL AUTHORIZED BY: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_



**NOTICE TO PROPOSERS**  
**RFP-2025-01**  
**AQUATIC CENTER BUILDING CONSTRUCTION MANAGEMENT SERVICES**

The County of Schenectady is seeking to construct an 80,000 - 130,000 square foot aquatic center in Schenectady, New York for SUNY Schenectady (the "Aquatic Center"). The Aquatic Center will be designed to include a NCAA 8-lane Olympic-Size 50-meter pool, diving well, instruction pool, therapy pool, seating on deck for 600 +/- athletes, spectator seating to accommodate at least 1,200 spectators, locker rooms, restrooms and showers, multi-purpose instructional areas, cafe/ concession space, retail shop, and contiguous parking deck to accommodate 250 - 300 +/- parking spots.

Digital copies of specifications may be obtained from BidNet Direct at [www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york) or by submitting a request to the Purchasing Department at [purchasing@schenectadycountyny.gov](mailto:purchasing@schenectadycountyny.gov). Paper copies may be picked up at the Purchasing Department, 2nd Floor, Schenectady County Office Building at 620 State Street, Schenectady, New York, 12305 between the hours of 9:00 A.M. and 4:00 P.M. weekdays, but must be requested via email 24 hours in advance.

A pre-proposal conference will be held at the Erie Blvd. Site location, Schenectady, NY 12305 on February 7, 2025, at 10:00 AM. Those interested are asked to meet on site at the Statues at the S. Ferry & Erie Blvd. intersection.

All proposals must be delivered in a sealed envelope marked "Proposal" and stating *Aquatic Center Building Construction Management Services, RFP-2025-01*, to the Purchasing Agent, no later than February 18, 2025 at 2:00 PM. **Proposals will not be opened publicly.**

Woman and minority owned businesses are encouraged to submit proposals. Schenectady County is an Equal Employment Opportunity/Affirmative Action employer.

Schenectady County will make any investigation it deems necessary to determine the responsibility of any Proposer to perform the work. The County reserves the right to reject any Proposal if an investigation of the Proposer fails to satisfy the county that the Proposer is responsible and can carry out the obligations of the contract.

Schenectady County reserves the right to waive any informality in a Proposal or to reject any or all Proposals.

Purchasing Department  
County of Schenectady  
Schenectady County Office Building  
620 State Street-2nd Floor  
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to the construction contract price and time, and assist the County in negotiating change orders. Where changes are or may be the result of the A/E's error or omission, the CM shall inform the County of such, and shall track all such changes separately on the County's behalf. The CM shall keep a log that documents requests for information, supplementary reports, unforeseen conditions, scope creep, which lead to new proposals and/or change orders.

Partial Occupancy and Beneficial Use: The CM shall assist the County in determining the requirements and dates of partial occupancy or beneficial use, substantial completion, and final acceptances; and shall assist in obtaining any necessary temporary occupancy certificates, final occupancy certificates, or certificates of approval from the permitting agency. The CM shall review any lists prepared by the A/E of incomplete or unsatisfactory work, and prepare schedules for completing and correcting the work and monitor the completion/correction.

Construction Contractors' Claims & Disputed Work: The CM shall promptly review Construction Contractors' claims for additional compensation and/or extensions of time, whether these claims are received during or after construction. Where the work is disputed, the CM shall promptly defer the matter(s) under dispute to the A/E for interpretation. The CM shall discuss with the A/E, and advise the County on the significance and merits of each claim, and/or recommended resolution for each dispute. At the County's request, the CM shall schedule and attend dispute resolution meetings related to each claim/dispute, whether or not such meetings are scheduled during the Construction or Post-Construction Phase. With the County's concurrence, prepare written response to CCs' claims, incorporating the A/E's determination, where applicable.

Field Office: The CM shall provide the office equipment (e.g., computer, printers) and office suppliers as required for their own use. As mutually agreed by the CM and the County, the CM will include in designated trade contractors' scope the office trailer, furniture, power, internet access and other temporary office items required during the construction phase.

### **Post Construction Phase**

Commencement & Duration: The Post-Construction Phase shall commence upon completion of the Construction Phase and continue through Final Project Closeout.

Construction Contract Closeout: The CM shall be responsible for the maintenance of all construction records and information for the lifetime of the project. The CM shall provide copies of all forms, logs, reports, and filing procedures that are proposed during the lifetime of the Project. The CM shall prepare all necessary paperwork to finalize all contractor payments, obtain all required permits, and/or Certificates of Occupancy, and submit all project documentation to the County.





and Construction Manager as Advisor - AIA C132-2019 (“CM Agreement”). In the event that the County determines that the proposed site on Erie Boulevard is not feasible and the County decides to move the building to an alternate site, the expectation is that the CM will continue in its role at the new site and the County and the CM will negotiate, in good faith, a mutually agreeable amendment to the CM Agreement.

**IV. SCHEDULE OF DATES**

It is anticipated that a contract will be awarded in response to this RFP based on the following schedule:

Release of RFP	February 4, 2025
Pre-Proposal Conference	February 7, 2025 (By Appointment)
Deadline for Submission of Questions	February 10, 2025 by 2:00 PM EST
Deadline for Owner to Respond to Questions	February 14, 2025
Submission of Proposals (date and time)	February 18, 2025 by 2:00 PM EST
Interviews (if necessary)	February 27, 2025
Announcement of Successful Bidder	March 5, 2025
Anticipated Contract Start Date	March 17, 2025

Please note, the County reserves the right to change any of the dates stated in this RFP.

**V. SELECTION CRITERIA**

This RFP will be evaluated based on the following criteria:

Demonstration of high-quality execution in previous aquatics/pool projects, including an ability to respond inventively and flexibly to program requirements;

Relevant experience and availability of the proposed team to perform this assignment in a timely manner.

Demonstrated ability to work on and deliver projects on time and on budget.

Experience developing site logistics strategies in high congestion urban areas with lot-line to lot-line building construction.

Demonstrated ability to work collaboratively with the client and with team consultants, especially the Architect, as design and cost model develops and during construction; and

Pre-Construction, Construction Fee, and General Conditions costs.

Final selection of the successful Construction Manager is subject to the review and approval by the Construction Management Selection Committee, County Manager, authorization by the County Legislature and execution of a written agreement between the County and Construction Manager.



### **Construction Manager Interviews**

Following ranking of proposals, a number of construction management teams (to be determined by the Selection Committee) may be asked to present their proposals to the Selection Committee.

## **VI. SUBMISSION OF PROPOSALS**

Every respondent to this RFP (“Bidder”) should submit five (5) hard copies and an electronic copy of a proposal which clearly and concisely provides all the information requested. Emphasis should be concentrated on conformance to the RFP instructions and requirements, as well as completeness and clarity in its proposal response. The Bidder is advised to thoroughly read and follow all instructions contained in this RFP. Proposals that do not comply with these instructions or do not meet the full intent of all the requirements of this RFP may be subject to scoring reductions during the evaluation process or may be deemed non-responsive.

### **i. Technical Proposal**

Below is a listing of the technical information to be provided by the Bidder. No information is required beyond what is specifically requested. The County requests that all hard copies of Technical Proposals be bound and organized with dividers identified to match the specific information requested below:

- A. Table of Contents
- B. Firm Experience and Qualifications
- C. Staff Experience and Qualifications
- D. Project Plan and Approach
- E. References
- F. Estimated Cost

The purpose of the Technical Proposal is to provide Bidders with an opportunity to demonstrate their qualifications, competence, and capacity to undertake the engagement described herein, in a manner which complies with applicable laws and regulations, and the requirements of the RFP.

- A. Table of Contents

The Table of Contents should clearly identify the location of all material within the proposal by section and page number

- B. Firm Experience and Qualifications

In this section of the Technical Proposal, Bidders should demonstrate relevant experience by providing the following:



- I. Proposal Distribution**
    - A. The County of Schenectady officially distributes proposal documents through the Purchasing Division Office or through the Bidnet/Empire State Purchasing Group bid notification system ([www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york)). Copies of bidding documents obtained from any other source are not considered official documents. Only those vendors who obtain proposing documents from either the Purchasing Division Office or the ESPG are guaranteed to receive addendum information, if such information is issued.
    - B. If you have obtained this document from a source other than the Schenectady County Purchasing Division or the Bidnet bid notification system, it is strongly recommended that you obtain an official copy.
  - II. Proposing Documents**
    - A. Complete sets of the Proposing Documents may be obtained or examined as stated in the Notice to Proposers.
    - B. Complete sets of Proposing Documents must be used in preparing Proposals. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Proposing Documents.
  - III. Submission of Proposals**
    - A. Proposals and any other required documents must be submitted, sealed in an opaque envelope, plainly marked with the name and number of the Proposal and the name and address of the Proposer and accompanied by the required documents.
    - B. Proposals must be received no later than the date and time specified in the Proposal Summary Sheet.
    - C. Proposals must be submitted to: Schenectady County Purchasing Department County Office Building  
620 State Street – 2<sup>nd</sup> Floor  
Schenectady, NY 12305
    - D. Schenectady County reserves the right to reject any or all Proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive, or conditional Proposals.
  - IV. Bid Security (Not Applicable)**
    - A. Unless otherwise stated in the Proposal Summary sheet, the following requirements are in place for Bid Security.
  - B.** Each Proposal must be accompanied by a bid bond or certified check in the amount equal to five (5) percent of the total base Proposal drawn upon a national or state bank or trust company, to the order of the Commissioner of Finance, Schenectady, County. If Proposal is accepted, the successful Proposer will enter into a contract for the same and will execute such further security as may be required for the performance of the contract. **BID SECURITY SHALL BE INCLUDED WITH BID AT TIME OF BID OPENING; FAILURE TO DO SO MAY CAUSE REJECTION OF THE BID AS MATERIALLY INCOMPLETE.**
  - C.** The Bid Security of the successful Proposer will be retained until such Proposer has executed the contract and furnished the required Contract Security, whereupon it will be returned. If the successful Proposer fails to execute and deliver the contract and furnish the required Contract Security within fifteen (15) days of the Notice of Award, the County may annul the Notice of Award and the Bid Security of that Proposer will be forfeited.
  - D.** Bid security of other Proposers will be returned within seven (7) days after the award of contract to the successful Proposer.
  - E.** Bid security is required unless otherwise noted in the Bid Summary provided to the Bid/Providers.
- V. Non Appropriations Clause**
  - A. Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.
- VI. Qualification of Proposer**
  - A. Schenectady County may make such investigations as it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County, within five (5) days of a