



AD HOC FACILITIES COMMITTEE MEETING
August 18, 2023
9:00-10:00 AM (via Zoom)

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1) Welcome	Mary Pat Dolan		2
2) Approve April 12, 2023 Minutes	Mary Pat Dolan	Approve	2
3) Review of Proposals	Dave Patterson / Mary Pat	Discuss/Vote	20
4) Furniture Discussion	Erica Loomis / Dave Patterson	Discuss/Vote	20
5) Project Manager Discussion	Mary Pat / Dave	Discuss/Vote	5

Next Meeting

Perhaps not needed 😊

RSVP to Kate Paterson at kate.paterson@foodbankst.org

Food Bank of the Southern Tier
Facilities Committee Meeting
April 12, 2023, 11:00 am (via Zoom)

Member Name	In Attendance	Unable to Attend
Mary Pat Dolan (Chair)	X	
Peter Dugo	X	
Dan Kazmark		X
Kimberly O'Connor	X	
Joe Thomas		X
Travis Virgadamo	X	
<i>Ex-Officio</i>		
Andy Fagan	X	
<i>Staff</i>		
Dave Patterson	X	
Erica Loomis	X	
Kate Paterson	X	
<i>Guest</i>		
Andy Gimbar, Welliver	X	

1. **Welcome** – Mary Pat Dolan called the meeting to order at 11:03 am.

2. **Approval of March 10, 2023 Meeting Minutes**

All were in favor of approving the minutes. None opposed.

3. **Review Facilities Project Spreadsheet & Progress (Dave Patterson)**

Lighting

The lighting installation has progressed well and is about 60% done. It should be finished in a few weeks.

West Wing layout and Construction Options

There is a revised plan coming from Elmira Structures. The proposal is for large scale west wing renovation, for adding an office in the warehouse, updating finishes, and updating the Treehouse. Preliminary numbers are \$285,000 for the west wing, \$65,000 for conference room, and \$55,000 for treehouse/production room.

Dave encourages all to look at the final plan and layout posted on the board portal. It was noted that the plan needs to show a wall in the CEO office. This new configuration saves us \$25K from previous plan. We have been instructed by Catholic Charities to get three bids. Dave asked for suggestions of any agencies that are capable of giving us an estimate.

4. **Bid Process**

A potential bid process was discussed, including content of the bid package, potential vendors and understanding what dollars we are working with.

5. **Furniture, Other Vendors (Erica Loomis)**

Kimberly O'Connor emailed Sedgwick to get more details about the proposal they submitted to the Food Bank. There is a meeting with Sedgwick tomorrow. Kimberly will get the names of other furniture vendors. We need to look at which product lines they are recommending to find good quality furniture options. Kimberly thinks we should see a clearer breakout of costs, including the \$60,000 quoted for delivery. We will also take a second look at the furniture that we have now.

6. What's Next

The bid process was discussed. Committee members offered to find bid documents that could be used as templates. Finding a professional to help with the bid process was discussed. Dave thinks that will save time and keep the process going. Mary Pat will share a name she has with Dave. Dave will reach out to Dan to see if he knows anyone.

7. Old Business – Next Meeting Date

The next meeting date was set for June 2nd at 10:00 am.

The meeting was adjourned at 11:29 am.

Action Items	Responsible	Due Date
Post furniture quote on portal	Kate	asap
Look at current furniture for viability	Dave/Erica	asap
Look for possible person to write RFP	Dave/MP	asap

Minutes respectfully submitted,

Kate Paterson
Executive Assistant to the President/CEO

RDE

Robert Drew Engineering, PLLC

May 12, 2023

David Patterson
Chief Operation Officer
Food Bank of the Southern Tier
388 Upper Oakwood Ave
Elmira, NY 14903

Re: Proposal for Services

Dear: David

The Food Bank has requested that Robert Drew Engineering, PLLC provide a proposal to help the Food Bank organize and write a Request For Proposal (RFP) that will be sent to architectural firms. In addition to the proposal for RFP assistance this proposal contains other services that have been requested by the Food Bank (owner). The owner can choose to exclude any of the of the three provided items within this proposal.

During our phone conversation it was identified that the Food Bank has previously completed programing and RDE would use the existing information to create an RFP that identifies the needs and requirements of the projected project. The RFP would provide enough detailed information that would allow an architectural firm to understand and respond to the Food Bank of the Southern Tier.

1. Writing RFP Letter

Scope of RDE Services for writing Request for Proposal letter:

- Meet with Mr. Patterson and other Food Bank staff to determine requirements, needs, and requests for the proposed project.
- Review previous programing information that was completed by others. Determine what programming information is necessary for the RFP.
- Meet with local code enforcement to determine if there are zoning restrictions with the proposed project and determine what approvals and procedures are necessary to acquire a building permit.
- Write a draft RFP and submit to Mr. Patterson for review. Revise RFP as necessary and submit RFP to local architectural firms. *(List of design professionals will be reviewed and approved by client before RFP is released)*
- RDE will review comments and questions submitted by design professionals and answer all questions before the deadline indicated within the RFP documents.
- If the questions and or comments from the design professionals require a revision to the RFP RDE will revise and resubmit to all design professionals.
- RDE will review all proposals after the submittal deadline with the client and issue a recommendation to award.
- RDE will contact identified design firm and notify them that the Food Bank of the Southern Tier requests their services for professional design.
- RDE will meet with client and design firm to review proposed contract. *(Design firms typically provide the contract for their services)*

Robert Drew Engineering, PLLC
Corning New York 14830
P: (607) 962-2153 C: (607) 377-4704
drewrrde@gmail.com

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- RDE will review provided contract from the design firm and offer comments if necessary. *(Typically, a client will issue the design firms proposed contract to their legal professional for review)*

In addition to the proposal for writing the RFP letter Robert Drew Engineering, PLLC would also like to provide the following items for additional services.

2. Conduct Interviews with a maximum of three Architectural firms

Scope of RDE Services for conducting Architectural interviews:

- Meet individually with a maximum of three firms to determine their approach, projected teams for design, and qualifications of each member of the team.
- Provide a recommendation to award contract of professional services based on outcome of interviews.

3. Conduct Construction Management during Design and construction of proposed project.

Scope of RDE Services for Construction Management.

- Review design material provided by design professional during the design process, construction bidding, and construction. Provide feedback to architect in the form of written comments. *Review by RDE does not constitute liability for any of the design material. All liability will remain with the design professional and not with the reviewing agent, RDE, during the entire design and construction process.*
- Meet with design professional(s) and owner during the design process to discuss progress and assist in gathering existing building information.
- Assist the owner and design professional in the review of the advertisement and construction bidding process.

Design professional will be responsible for the following items during the bidding:

- a. Conducting the bidding process
 - b. Writing of advertisement documents
 - c. Producing construction documents (Plans and Specification Manuals)
 - d. Sending bid documents to contractors and plan house
 - e. Conducting bidding walkthrough
 - f. Revising drawings and issuance of bidding amendments during the bid process
 - g. Conduct bid opening and issuance of recommendation to award construction contract. *(RDE will attend all meetings between owner, contractors, and architect)*
- Review questions from contractors, answers from the architect during the bidding process, offer suggestions, and provide needed information to the designer.
 - Review all bid documents from contractors and offer comments as deemed necessary during the bidding process.
 - After a contracting firm(s) have been hired RDE will review all electronic submittals for materials and shop drawings submitted by contractor, offer comments as necessary, and pass all reviewed documents onto the design firm for final approval.

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drewrde@gmail.com

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- Meet with the hired contractor three (3) days a week and be on site four (4) hours a day during the construction process. It is assumed for this proposal that the construction phase will be a maximum of three months (93 calendar days) and the design phase will be no longer than four months. If additional time, beyond 12-hours a week or three months of construction, is needed the owner agrees to pay an hourly rate of \$125.
- Review change order requests from the contractor and provide comments, suggestions, and recommendations to the owner and architect.
- Conduct progress meetings every other week during construction between owner, architect, and contractor to discuss schedule, change orders, and other items of importance.
- Review monthly payment requests from contractor and provide signed a copy to architect for final approval.
- Provide monthly written progress reports to the owner.
- Provide Punch list at end of project that lists items incomplete and or improperly installed. Punch List will be used to ensure work has been completed, as agreed per contract, to the satisfaction of the owner.
- Assist owner, contractor, and architect with closeout documents at the completion of the project.
- Provide up to three visits, two hours per visit, to the project site after substantial completion to review workmanship and furnishings.

The following items are **not** included in the RDE Proposal and will be billed as extras:

- Printing of documents. All printed material provided to owner will be billed at RDE's cost plus 10%
- Mileage beyond 90 miles per week. Any mileage beyond 90-miles per week will be billed at a cost of \$0.65 per mile. *(90 miles is the estimated mileage for an average week of work)*
- All shipping will be billed to owner at RDE cost plus 10%

*Robert Drew Engineering, PLLC
Corning New York 14830
P: (607) 962-2153 C: (607) 377-4704
drewrde@gmail.com*

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RDE proposes to provide services to the Food Bank of the Southern Tier for the following items and costs within the May 12, 2023 proposal.

Items/Costs

1. Writing RFP Letter **\$1,400.00**
2. Conduct Interviews with a maximum of three Architectural firms **\$400.00**
3. Construction Management during Design **\$12,000.00** and **\$22,000.00** during Construction for a total cost of **\$34,000.00**.

Owner can include all items (1, 2, and 3) or remove any of the items within this Contract before signing.

RDE will invoice at the completion of Items 1 & 2. Item 3 will be invoiced on a monthly basis.

The Food Bank of the Southern Tier agrees to enter contract with Robert Drew Engineering, PLLC for the following Items _____ within the May 12, 2023, Proposal for Services for a total contract value of _____

Sincerely,

Robert M. Drew, PE
Owner

David Patterson
Chief Operation Officer
Food Bank of the Southern Tier
388 Upper Oakwood Ave
Elmira, NY 14903

Chief Operation Officer's Signature _____

Robert Drew Engineering, PLLC
Owner
4036 College Ave
Corning, NY 14830

Owner's Signature _____

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drewrde@gmail.com*