

RDE

Engineering and Construction Management, PLLC

August 8, 2023

David Patterson
Chief Operating Officer
Food Bank of the Southern Tier

Re: Review of the Architectural Proposals

Dear: David

I have received three different proposals from three different architectural firms. The three architectural firms that provided proposals are HUNT Engineers Architects and Surveyors, Foor & Associates Architects and AJH Design. I have reviewed the provided proposals for understanding of project and scope to ensure each proposal meets the requirements of the Food Bank of the Southern Tier's Proposal Request document. HUNT's proposal provides a summary of the scope items that may or may not include all the items within the required scope. HUNT's proposal states that "HUNT will perform final review of the scope". This type of approach by HUNT makes it difficult to determine if their proposal meets all the items requested. AJH Design is the lowest in cost for the three proposals that were received. The AJH Design proposal meets the requirements within the RFP package, and they have a good reputation in the Elmira & Corning areas. RDE recommends that the Food Bank of the Southern Tier hire AJH Design to complete the design requirements for their upcoming project. Below is a Chart with the results of the proposals that were received.

Name of Design Firm	Does Proposal Meet Requirements of RFP	Total Cost for Design Services
HUNT Engineer Architects Surveyors	?	\$49,710.00
FOOR Associates Architects	Yes	\$43,500.00
AJH Design	Yes	\$36,300.00

I have provided the Scope items (see below) that were part of the RFP package that was sent to each design firm.

If there are any questions, please do not hesitate to contact me.

Sincerely,

Robert M. Drew, PE, RDE
Owner

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Project Scope

1. Meeting with client to review final scope before signing of contract. (Client shall refer to the Food Bank of the Southern Tier)
2. Architect's estimated construction budget for all proposed work.
3. Create an accurate floor plan for all work areas. Client will provide copies of their floor plan, but the design firm is responsible for accuracy and creating new plan if necessary.
4. Demolition plan of existing areas
5. Asbestos survey of all work areas and abatement plan for disturbance of material containing asbestos.
6. Construction protection plan to be used by contractors during construction activities
7. All necessary electrical changes to include, but not limited to, switch/dimming control of ceiling lights within workspaces.
8. Reflective ceiling plan for existing ceiling grid and proposed changes
9. Design improvements to include, but not limited to, the list of items for each space that has been provided by the client. See Clients requested improvements that are attached to this RFP.
10. Mechanical design to include upgrades to HVAC system in work areas to meet current standards.
11. Meeting with client for Construction Drawing (CD) approval
12. Provide two sets of drawings to Client for review.
13. Revise CD drawings as necessary
14. Provide Material specification manual to include bidding requirements
15. Conduct public bidding to include but not limited to:
 - i) Writing of public bidding notice
 - ii) Emailing of bidding documents to contractors and Plan Houses
 - iii) Answer questions provided by contractors and issue addendums as necessary
 - iv) Conduct contractor walkthrough during the bidding
 - v) Review of all submitted bids
 - vi) Provide Recommendation to Award letter to client.
16. Attend, in person, no less than two construction progress meeting
17. Be available by phone to answer questions during construction
18. Walk site with construction manager and contractor to determine punch list items
19. Final visit of project site to approve punch list items and provide approval or additional punch list as necessary
20. Issue substantial completion to contractor
21. Create as-built drawings and provide owner with PDF copy.

Workspaces and Renovations Requested by Client

Treehouse

1. Remove & replace carpeting
2. Paint walls
3. Remove & replace base trim as necessary to install new carpet

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Warehouse Suite

1. Ready existing concrete deck to allow install new vinyl flooring. Concrete deck may need to be ground and filled to allow new flooring installation.
2. Paint all walls
3. Reflective ceiling panels and gridwork to remain. Show removal and replacing of ceiling as necessary.
4. Remove baseboard trim as necessary.
5. Build two metal stud and sheet rock walls as shown in Warehouse Suite floor plan that is provided as attachments to this RFP letter.
6. Install new wood door with window, framing, and trim.
7. Install new electrical outlets to meet current NEC and building code requirements.

Community Impact (CI)

1. Soundproofing in nine (9) interior walls. Walls needing soundproofing are highlighted in yellow within the CI drawing. Blown insulation may be used to limit demolition in these spaces (See attached drawings)
2. Repair and paint four (4) offices
3. Repair and paint large Common Space and trim
4. Remove and replace carpets in four (4) offices and one (1) Common Space
5. Repair and Paint hallway and trim
6. Ceiling in all areas to remain. Remove and replace as necessary
7. Install six (6) pendent lights in large common space. Other lighting needs to be determined by client and design firm.
8. Install electrical power and data line at southern wall of Common Space. Further electrical needs to be determined by client and design firm.
9. Paint all trim within rooms
10. Remove and replace door trim and baseboards
11. Identify/recommend six (6) acoustic wall mounted panels to be installed in common space.

First Floor Conference Room

1. Recommend and install three acoustic panels on east wall.
2. Soundproof/blown insulation on east wall (see yellow highlighted wall on attached drawing for this room)
3. Paint walls
4. Remove and replace carpeting. Repair floor as necessary.
5. Remove and replace wood trim as necessary to install flooring.
6. Removal of pinboard on southern wall. Repair and paint wall.

Production Room

1. Remove 12" x 12" vinyl flooring in Tool Room. (Test for asbestos and abate as necessary)
2. Remove 12" x 12" vinyl flooring in New Office area. (Test for asbestos and abate as necessary)
3. Smooth concrete flooring and prepare for new flooring.
4. New carpet in office areas

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5. Enclose eastern entry door with studding and gypsum board. Repair and paint wall.
6. Remove gypsum boards from northern wall.
7. Install new glass storefront wall with entry door on North wall. See Blue highlighted area on attached drawing titled Production Room.
8. Remove current ceiling light fixtures and replace with 2' x 4' LED fixtures.
9. Relocate light switches as necessary.
10. Add electrical outlets, data ports and phone ports as necessary.
11. Remove wall mounted shelving in new office area and repair wall for painting.
12. Paint all walls.

West Wing

1. Sound proofing for walls highlighted in yellow (see attached drawing West Wing)
2. Build Office spaces with glass storefront type walls. (Blue highlighted areas)
3. Remove existing gypsum walls and replace with glass storefront type walls. (Green Highlighted areas)
4. Add Glass storefront type walls on corner of CEO Office. (Red Highlighted area)
5. Remove block wall on southern side of area. (See West wall drawing)
6. Remove gypsum wall and studding. (See West wall drawing)
7. Build wall creating two offices with sound proofing.
8. Build new wall on south end of CEO office and install sound proofing.
9. Remove existing doors and replace with new doors with sound proofing qualities.
10. Remove and replace ceiling grid and panels.
11. Remove all existing carpet and replace with new throughout work area.
12. Add four (4) acoustic wall mounted panels in RD shared office space.
13. Remove all wall mounted wall shelving in COO office and repair walls for painting. (All walls need to be repaired and made ready for painting)
14. Remove and relocate breaker box from COO office.
15. Remove ceiling mounted mini split in COO office. Repair and replace ceiling tiles and gridwork.
16. Provide HVAC connection for COO office space into existing ductwork.
17. Provide sizing and design for new ductwork to supply HVAC in all spaces within work area.
18. Remove and replace four (4) thermostats.
19. Remove and replace all wooden window trim in area.
20. Repair and paint all walls.
21. Current air quality/humidity issues compounded by open walls to the soffits. Close perimeter walls to roof using metal studs, vapor barrier, insulation, and gypsum boards. Tape walls one coat above ceiling.
22. Install new wooden bifold doors on closet in Copy area.

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Comments from Food bank Staff

1. No known structural changes to the building are needed.
2. All work is within the existing building and all work areas are currently being used by the Food Bank.
3. Food Bank is currently working with Sedgwick and Uline for office furniture.