



City of Kingston, NY

Architectural Services 33 Franklin, 44 Franklin and 54 Van Deusen

RFP K22-13

Addendum No. 1

April 11, 2022

This addendum describes additions, revisions, corrections, and clarifications to **RFP K22-13** as well as answers to questions submitted by potential Respondents. The addendum will become part of the Contract Documents and the requirements thereof.

This is the first addendum released for **RFP K22-13** and includes questions received during walkthroughs that took place on March 29 and April 1.

Questions and Answers

1. The RFP timeline states that bid plans, specs, and renderings are due June 15, 2022. Is this timeline flexible?

Yes, this is only a suggested timeline. Once a firm is selected, the City of Kingston will collaborate with the architect on a final timeline.

2. Are there existing conditions documentation (plans and elevations) of the buildings or will we be responsible for preparing those documents?

There is no existing conditions documentation for any of three buildings. The architect will be responsible for preparing these as part of the submission package.

3. In lieu of three audited financial statements, would you accept 3 years of tax returns?

The documents listed are the best way to establish a respondent's financial condition as they provide independent verification. However, the City of Kingston will also accept internal financials or accounting records.

4. Could you explain the partnership between the City of Kingston and RUPCO?

The City of Kingston currently owns all three properties. The City will use public and private grant funds to complete initial rehabilitation tasks. Once these tasks are complete, the properties will be transferred to RUPCO to finish the renovations and sell the properties to first-time homebuyers. It is expected that the City will complete major structural and rehabilitations tasks while RUPCO will install finishes, etc.

5. Have any structural assessments been completed for the three properties?

No structural assessments have been completed.

6. Have any environmental assessments been completed for the three properties?

Yes, the City of Kingston has completed Phase 1 and Phase 2 environmental assessments for all three properties in partnership with Weston & Sampson. To access these reports, click [here](https://engagekingston.com/brownfields) (<https://engagekingston.com/brownfields>) and navigate to the "Documents" section.

Note that the DEC spill ticket #1903818 for 33 Franklin was closed on 9/23/2020.

7. 44-46 Franklin is a two-unit property. How will tenant occupancy work?

It is expected to be an owner-occupied duplex, meaning that the owner would occupy one unit and a tenant would occupy the other.

8. Is there an overall budget for the renovations for all three properties? Is the budget to complete the work sufficient?

Our average renovation budget across the three properties is \$204 per sqft. Yes, we believe that the City of Kingston and RUPCO have sufficient funds to complete the renovations and could apply for additional funding as needed.

9. Once construction begins, what is the City of Kingston's procurement policy for bidding out work?

As authorized by New York General Municipal Law 103, it is expected that purchase contracts will be awarded on the basis of best value.

10. Who is the client for this work?

Until the property is transferred to RUPCO, the selected architect will work exclusively with the City of Kingston.

11. Why is the City working on these properties rather than the Kingston City Land Bank?

The City of Kingston has grant funds that are earmarked specifically for the renovation of these three properties.

12. Are any of the homes in a historic district or listed on a historic property registry?

No, the homes are not in a historic district nor are they listed on any historic property registry.

13. Are there any MBWE requirements for this project?

There are no MBWE requirements.

14. Has the City tested utility sewer/water connections to each property?

The City has not tested any utility connections to each property.

15. Please explain what is expected of the designers for Task #2 construction inspection/management. Is this anticipated to be full time management and controlled inspections?

The architect should be generally available for regular and emergency consultations. In collaboration with the City, the architect should advise on the frequency of regular inspections that might be needed for a property. However, it is anticipated that regular inspections will need to occur on a monthly basis.

16. Please confirm that utility upgrades (electrical ect.) are not anticipated for this project?

These are not currently anticipated but based on further testing and discovery, utility upgrades might be needed.

17. Will site surveys be made available to the designers or should that cost be included in the fees?

No site surveys currently exist. Though not required, this cost should be included in the fees presented as a separate line item.

18. At 54 Van Deusen it was indicated that the rear addition is anticipated to be torn down and rebuilt. Is there soils / geotech information available for this site or will that be provided?

Please reference the environmental assessments completed (question 6)

19. Will the environmental reports be provided to the designers and should any remediation measures be included in the designer's documents?

Please reference the environmental assessments completed (question 6). Potential remediation issues vary by property but generally do not impact the final design packages.

20. Is there any coordination/ phasing information required between these projects and the anticipated Franklin Street improvement project?

Though these projects are expected to be occurring simultaneously, we do not expect that significant coordination will be needed.

21. Is demolition of ancillary buildings (ie..Shed at Van Deusen) included as part of this scope?

Yes, any demolition activities are included as part of this scope.

22. Can electrical information be indicated on architectural plans as opposed to separate sheets?

Yes, this would be acceptable.

23. Will each house be issued as standalone packages or are they to be combined into one package?

Though it is the City's preference to combine into one package, we will need to have the flexibility of issuing as standalone packages.

24. Please clarify what is required for credit references for the Financial Condition portion of the proposals.

Please reference the answer to question #3.

25. Will drywells be required for storm water management, or can the roof leaders discharge directly onto the ground?

Drywells will not be required for storm water management.

26. Are there existing surveys of the properties? If so, will the city provide these? If not, is that a service we should include in our proposal?

Please reference the answer to question #17. The City does not have existing surveys of the properties.

27. Is there specific information on the existing services at each site - for example, gas service, 100 amp electrical service, etc. Is that information that the city will provide and if so can it be provided prior to RFP deadline? Are any of the utilities called out on the county website discontinued?

The City does not currently have information about the existing services nor has it tested any utility connections to each property.

28. Should the proposal address exterior landscape work, including steps, decks etc outside of each building envelop?

Yes, the exterior envelope should be addressed in the proposal. However, questions of landscaping and the exterior grounds should be not be included in this proposal.

29. At 33 Franklin st and 54 Van Duesen street we understand that the properties have non-compliant issues - set backs and not meeting minimum dimensions and areas. How will these issues affect the proposals?

We do not expect that non-compliance will impact proposals since the structures were built prior to the adoption of the current zoning code. Since they will be City-owned, if necessary, the City will work with the Zoning Enforcement Officer on an exemption. For reference, the City of Kingston will also be adopting a Form-Based Code this fall 2022 (<https://engagekingston.com/kingston-forward>).

30. We noted that the gross area (dwelling/living) of 33 and 44 Franklin Street can be enlarged by a factor of two would the city want to consider increasing/maximizing the area of these buildings.

We would consider a proposal to increase the area of the buildings. However, based on the current rehabilitation budget and the existing size of the structures, our preference would be to not increase the footprint.

31. The county's records for 33 Franklin and 54 Van Deusen indicate detached garage structures on these sites - and we did not observe a garage on 33 Franklin, but noticed a masonry structure at rear yard of Van Deusen. Please clarify whether addressing this structure should be part of our proposal.

Addressing this structure should be part of the proposal.

32. On the walkthrough we observed areas that have asbestos, and so the question is do you want our proposal to include asbestos investigation/testing? Or is the city going to handle that on a separate contract?

The City will handle the asbestos investigation and remediation as needed separately prior to the rest of the rehabilitation work.