

**REQUEST FOR PROPOSALS
FOR INTERIOR DESIGN AND
CONSTRUCTION PHASE SERVICES OF
EXPLORE & MORE CHILDREN'S MUSEUM
AT CANALSIDE, BUFFALO, NEW YORK**

Released: November 2, 2015
Proposals Due: November 23, 2015

Explore & More Children's Museum
300 Gleed Avenue
East Aurora, NY 14052
www.exploreandmore.org

PROJECT DESCRIPTION

Explore & More Children's Museum (E&M) is requesting proposals for architectural, engineering, and construction phase services for the interior of a new children's museum at Canalside, Buffalo, NY as outlined in **Attachment A**.

The core and shell of the new 42,900 SF building (including sub-basement) is being designed and constructed by Erie Canal Harbor Development Corporation (ECHDC) and their team of architects, engineers, and construction managers. Exhibits (within the new museum) are being designed by Gyroscope, Inc. a national museum planning firm based in Oakland CA. The firm selected by E&M will be required to closely coordinate its design with E&M, ECHDC, and Gyroscope.

Qualified firms must demonstrate expertise in program development level functions through project design, procurement, construction administration, and commissioning. The project work requires full architectural and engineering services for the museum interior, utility design (water supply, power, sanitary, communications, internet), and mechanical design (heating, ventilation, and air conditioning, fire protection) as highlighted in **Attachment B**.

SCOPE OF WORK

A detailed description of work and schedule are included in Attachment A. The following services are required:

Interior Design, including:

- Coordination with ECHDC and Gyroscope
- Local and State Code compliance.
- Design of Interior and Exterior Signage
- Mechanical Design coordination with ECHDC design team and Gyroscope
- Security Design
- Telephone System Design
- Specialty Lighting
- Non-Exhibit Signage Interior/Exterior
- Et cetera

Core and Shell Coordination, including work with ECHDC Construction Manager on building core and shell costs, value engineering, changes and change orders that impact interior design and function. Work with ECHDC team to coordinate design and seek ways to reduce construction costs. **Core and Shell definition can be found in Attachment B**

The selected team will be expected to participate in weekly design meetings with the following schedule:

- Go-To-Meeting led by Gyroscope focusing on exhibit design on Tuesdays at 1 p.m. (see **Attachment C**)

- Go-To-Meeting led by Fontanese Folts Aubrecht, and Ernst (FFAE) focusing on core and shell design on Tuesdays at 3 p.m.

SELECTION CRITERIA

The proposals will be rated based on the following criteria using the scorecard in **Attachment D**:

Development of the proposed Scope of Work and Timeline

Experience of the Team & Team Leader/Organizational & Management Approach

Project Communication Plan

Experience of sub-consultants

Demonstration of working relationships with clients

Cost / best value

SELECTION PROCESS

The ideal proposal will include the following, in the following order:

1. Team Description and Experience, include resumes and references of all key staff
2. Anticipated process and schedule of work to coincide with current ECHDC and E&M schedules
(**Attachment E** – schedule as of October 30, 2015)
3. Letters of recommendation from past clients
4. List and contact information for the last three completed projects of comparable size; List of current projects
5. Detailed Fee Schedule in a separate SEALED envelope

E&M's construction committee - comprised of staff, board members and members of the community – will review the proposals. Interviews will be held with the top candidates. The committee will make a recommendation to the E&M Board, which will make the final decision in December. The interviewed firms will be notified.

Through November 20, E&M will make every effort to respond to questions via email, and will share the questions and answers with all interested parties. Questions or requests to receive the Q&A's can be sent to bpleggett@exploreandmore.org.

SCHEDULE

Release of RFP /Start of Q&A Period	November 2, 2015
End of Q&A Period (through 5 p.m.)	November 20, 2015
Proposals due	November 23, 2015
Interviews	week of December 4, 2015
Final Approval of Explore & More Board	December 2015
Hire Date	January 2016

ADDITIONAL INFORMATION

Explore & More will require all firms to meet the following requirements:

Insurance Requirements:

- Commercial General Liability insurance - \$1 million per occurrence / \$2 million aggregate
- Auto Liability insurance - \$1 million per occurrence / \$1 million aggregate
- Excess Umbrella Liability insurance - \$5 million per occurrence / \$ 5 million aggregate
- Must show evidence of Worker's Compensation & Employer's Liability insurance at State statutory limits
- Must show evidence of Disability insurance coverage at State statutory limits
- Explore & More Children's Museum, the Erie Canal Harbor Development Corporation and the NYS Urban Development Corporation d/b/a Empire State Development must be named as additional insureds on a primary and non-contributory basis on all of the following policies: Commercial General Liability, Auto Liability, and Excess Liability policies
- All policies listed above should include a waiver of subrogation in favor of Explore & More Children's Museum. ECHDC & NYS UDC d/b/a ESD
- Professional Liability Insurance of \$1 million

An individual certificate (including hold harmless) must be provided to each of the following organizations: Explore & More Children's Museum, New York State Urban Development Corporation d/b/a as Empire State Development Corporation, Erie Canal Harbor Development Corporation.

MWBE Requirements

It is the policy of the State of New York, ESD, and ECHDC to comply with all federal, State and local laws, policy, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action in working with contracting parties to ensure that New York State Business Enterprises, Minority and Women-owned Business Enterprises (M/WBEs), Minority Group Members and women share in the economic opportunities generated by ECHDC's participation in projects or initiatives, and/or the use of ESDC and ECHDC's funds. ECHDC's non-discrimination and affirmative action policy will apply to this initiative. Should there be any expenditure of State funds made pursuant to this RFP, the selected organization shall be required to use good faith efforts to achieve M/WBE participation of not less than 25% (20%-MBE, 5%-WBE) of the total dollar value of the any contract executed pursuant to this RFP.

Submit proposals (one hard copy and one electronic copy) no later than 5 p.m. on Monday, November 23, 2015 to:

Barbara Leggett
Explore & More Children's Museum
300 Gleed Avenue
East Aurora, NY 14052
bpleggett@exploreandmore.org

Attachment A

Programming Phase

1. Complete the Program of Spaces for building interior, including: basic information such as sizes, space requirements, workflows, activities and special uses, based on Gyroscope's Schematic Design (**Attachment C**)
2. Facilitate regular meetings with E&M and ECHDC staff during basic components to include, but not limited to: development, building systems, equipment and materials. Document each meeting.
3. Attend coordination meetings with E&M and ECHDC staff and any pertinent external agencies (County, State) as required to determine and gain approvals from all pertinent entities.
4. Identify building systems connection points, and required ECHDC coordination.
5. Prepare renderings and present design to Explore & More staff and Board
6. Prepare Design Rationale Report (DRR) to document all findings.

Schematic Design Phase (50% design)

1. Facilitate meetings with E&M and ECHDC staff to review building square footage, required utilities, and infrastructure needed to develop Schematic Design Documents. Document each meeting.
2. Prepare Schematic Design Documents, Preliminary Specifications, Schematic cost estimate and schedule to E&M for review and approval. Components to include:
 - a. Floor plans, building circulation
 - b. Interior design
 - c. Interior elevations, rendering and color palette
 - d. Critical building sections and details
 - e. Relevant right of way information such as easements, limits of construction, site work, etc.
 - f. Location of utilities and sizes
 - g. Mechanical, electrical, plumbing design
 - h. Signage (interior, exterior) non-exhibit, security design, telephone systems, general lighting, specialty lighting, etc. necessary for a complete operating children's museum.
 - i. Utility tie-in point location table/schedule
 - j. Electrical one-line diagrams.
 - k. Building control control schematics, (fire annunciation, HVAC, etc.)
 - l. HVAC Schematic Diagrams with equipment, flow rates, controls, valves, and dampers.
 - m. Potable water and sanitary diagrams
 - n. Fire protection schematic diagrams with sprinkler density, coverage, controls and annunciation.
3. Respond in writing to all E&M comments and update the project DRR.
4. Coordinate with private utilities and service providers.

Design Development and Bid Phase (95% and 100% design)

1. Facilitate meetings with E&M to develop design documents. Document each meeting..
2. Prepare and submit coordination drawings and specifications in preparation of design development meetings. Documents include specifications, cost estimate and schedule. Components to include complete:
 - a. Floor plans, Structural, Architectural, MEP, Fire Protection, phone and data lines, security, signage, etc.

- b. Interior elevations, rendering materials boards, and color palette
 - c. Building sections and details
 - d. Interior elevations, casework and millwork elevations
 - e. Interior design
 - f. Report addressing Building Code requirements
 - g. Specifications
3. Respond in writing to all E&M comments, update the DRR
 4. Coordinate final utility plans.
 5. Assist E&M with Bid Phase and Award.

Construction Services Phase (construction must be complete by May 2018)

1. Project Administration: Provide consultation, recommendations, explanation of design intent, and guidance during construction phases of the project as requested. Consultant shall schedule, chair, and document bi-weekly construction meetings.
2. RFI and ASI Review: Review and respond to the Contractor's RFIs (request for information) and prepare ASI's (Architectural Supplemental Instructions).
3. Shop Drawing Review: Review process notations shall read "Reviewed and Approved", or "Reviewed and Disapproved", or "Revise and Resubmit", or "Approved - Make Corrections Noted".
4. Schedule Review: Review and comment on the Contractor's schedule, including milestone dates and cash flow submittals, for compliance with the specification requirements.
5. Testing and Inspection: Assist E&M as directed in obtaining independent specialized testing and inspections, the final inspection, commissioning, and testing of the Contractor's work for final acceptance of the contract for construction.
6. Change Orders: Provide change order assistance and preparation as directed by E&M. Prepare revisions to original project documents to reflect the proposed change order (PCO)/change order (CO) and/or differing field conditions.
7. As-Built Information: Modify original electronic drawing files of the final contract documents to reflect record/as-built conditions as identified by the contractor through its marked-up field drawings and furnish all documents in the same format and conventions approved for the final contract documents
8. Special Inspection(s): Assist E&M in procuring independent special inspection services.
9. Routine Inspection and Reviews: Perform routine inspections to confirm as proper, correct and in compliance with the applicable Contract Documents, all work performed by the Contractor and all equipment and materials furnished and installed on the project.
10. Material Testing: Assist E&M in obtaining independent material testing and inspection services, which includes arranging for, conducting or witnessing field, laboratory and shop tests of materials required by the Contract Documents.
11. Contract Document Interpretation: In conjunction with the design support consultant, interpret the Contract Documents as requested by E&M and check the construction activities performed by the prescribed construction Contractor to assure compliance with the intent of the design.
12. Inspection of Work In-Place: Verify, and confirm quantities with the Contractor on a regular basis, and confirm the sufficiency of the work performed.
13. Progress Schedule Review: Review, analyze and approve, the Contractor's initial progress schedule, including milestone dates, and cash flow projections, as well as periodic update submittals for compliance with the specification requirements.
14. Technical Submittal Review: Review and process RFIs (requests for information); all shop drawings, mix design and all other technical submittals as submitted by the Contractor.

15. Maintenance of Records: Maintain all construction records, information, provide directions, etc. in accordance with AIA
16. Progress Payment Review: Review, confirm, and approve, for contract compliance, all payment requests from the Contractor prior to submittal Explore & More for payment.
17. Additional Professional Services: Perform all work required by the Contract Documents for the project which requires performance by a Registered Architect or Professional Engineer, to the extent such work is necessary, specified, or becomes necessary.
18. Subcontractor/Supplier Review: Review background, experience and capability of formally proposed material suppliers, sub-consultants and subcontractors for the project. Coordinate its reviews with the appropriate E&M personnel for approval.
19. Progress Reporting: Submit detailed bi-weekly or such frequency as determined by conditions of the work, progress reports of construction activity to the E&M
20. Change Order: The preparation and approval of change orders.
21. Equipment/System Startup: Review all equipment/system and associated accessories prior to energizing/startup.
22. Commissioning: After startup, observe Contractor commissioning of all equipment and systems.
23. Project Closeout: Prepare all project documents for archiving.
24. Project Completion: Construction Phase Services shall generally conclude approximately one (1) month following contract document final completion and acceptance of the project work.



Building Project Design Deliverable

Parcel A2.1/2.4

The purpose of this document is to outline the Building Project Design Deliverable, which identifies the Landlord's design of anticipated building components included in the 42,900 GSF of core and shell space on Canalside Parcels A2.1/2.4 to be leased by Explore & More Children's Museum.

The Building Project Design Deliverable is currently based on mid-Schematic Phase information and is being provided at the request of the Explore and More Children's Museum so they may define a scope of work for their upcoming Interior Design RFP.

It is anticipated that the Building Project Design Deliverable shall be part of the basis for the Core and Shell definition, as described in the October 2013 Non-Binding Memorandum of Understanding and August 31, 2015 Canalside – Children's Museum Term Sheet.

Landlord is defined as the Erie Canal Harbor Development Corporation ('ECHDC'). Tenant is defined as the Explore & More Children's Museum ('EMCM').

General Requirements:

The Building Project Design Deliverable shall be in complete compliance with the following:

- All local, state and federal fire and building codes and regulations and other legal requirements.
- American with Disabilities Act and handicap regulations.
- Sustainable Design:
 - The Project would achieve at a minimum LEED® for Building Design and Construction for Core and Shell ("LEED® BD&CCS") version 2009 Certified Levels (40 to 49 points), with a goal of attaining Silver Level (50 to 59 points).
 - Project will need to comply with New York State - Executive Order 88

Building Components:

1. Sub-Structure and Structure: Landlord to design all necessary foundational and structural components required to meet all of tenants Live/ Dead load requirements, coordinate & support all tenant uses and equipment. Provide all necessary floor/roof openings including roof, green roof, and all levels.

2. Exterior Closure: Insulation throughout the building shall meet the New York State Energy Conservation Codes. Landlord will design all exterior finishes, doors, windows, lighting, etc., per landlord/tenant joint specifications pending Design Review Committee approval. Balconies and Canopies (See 2.d. below) will be designed by Landlord as an ADD Alternate to the Core/Shell Contract Documents.
 - a. Finishes: Finishes shall be provided in accordance with legal requirements per Landlord/Tenant joint specifications pending Design Review Committee approval.
 - b. Doors and Windows: Building entry/egress doors and windows shall be provided in accordance with legal requirements per Landlord/Tenant joint specifications pending Design Review Committee approval. All door hardware shall be ADA compliant in accordance with all applicable legal requirements. The Tenant's main entrance on Lloyd Street will not be shared by other tenants.
 - c. Exterior lighting: Building mounted luminaires shall be provided for illumination of pedestrian walkways, streets and waterways adjacent to the building as well as building accent lighting. Fixture selection(s) shall be coordinated with Landlord/Tenant joint specifications pending Design Review Committee approval.
 - d. Balconies and Canopies: Balconies, canopies and associated any railings shall be designed per Landlord/Tenant joint specification pending Design Review Committee approval.
 - e. Perimeter Walls: Interior side of exterior walls shall be furred with metal studs, batt insulation in compliance with legal requirements, and ready for drywall by Tenant. Depending on location a 3'-6" high parapet wall and/or fascia/gravel stop (no Parapet) shall be provided around the perimeter of the Terrace Roof.
 - f. Vertical circulation and transportation: All necessary vertical circulation and transportation as required by code to the Landlord/Tenant joint specification shall be provided. All other vertical circulation shall be provided by the Tenant and shall comply with all governing codes.
 - g. Core Walls and Common Area Walls: All walls constituting stair towers, elevator shafts, mechanical rooms and ventilation shafts, refuse and recycling room, which shall be minimally metal stud framed, insulated, and drywalled full height. These walls shall be designed in accordance with all legal requirements, including proper UL designation and fire-rating criteria, and shall include all necessary blocking, equipment sleeves, dampers and fire stopping.
3. Interior Walls, Floors, Ceilings and Exhibits: All Tenant interior walls, floors, ceilings (located below Floor/Roof Metal Deck System), exhibits, or other spaces, and related finishes shall be designed by the Tenant and shall comply with all governing codes.
4. Roof: Landlord to design an insulated weathertight roof per Landlord's specification. Terrace Roof area will be insulated and weathertight per landlord/tenant joint specification.
5. Sanitary Sewer: Landlord to design sanitary sewer and grease waste line and rough-ins,

and grease trap at a designated location per landlord/tenant joint specifications. Landlord shall provide an external grease interceptor sized to comply with local codes if necessary. Landlord to provide a conventional gravity type sanitary sewer and vent system to convey sanitary waste from all plumbing fixtures and equipment located on all floors, including one (1) sanitary sewer main located on the Marine Drive side of the building, and multiple vertical and horizontal, sanitary waste and vent risers capped at each floor for future connections, and a sanitary vent system extending through the roof in various, non-objectionable locations and terminating a minimum of 1'-6" above finished roof.

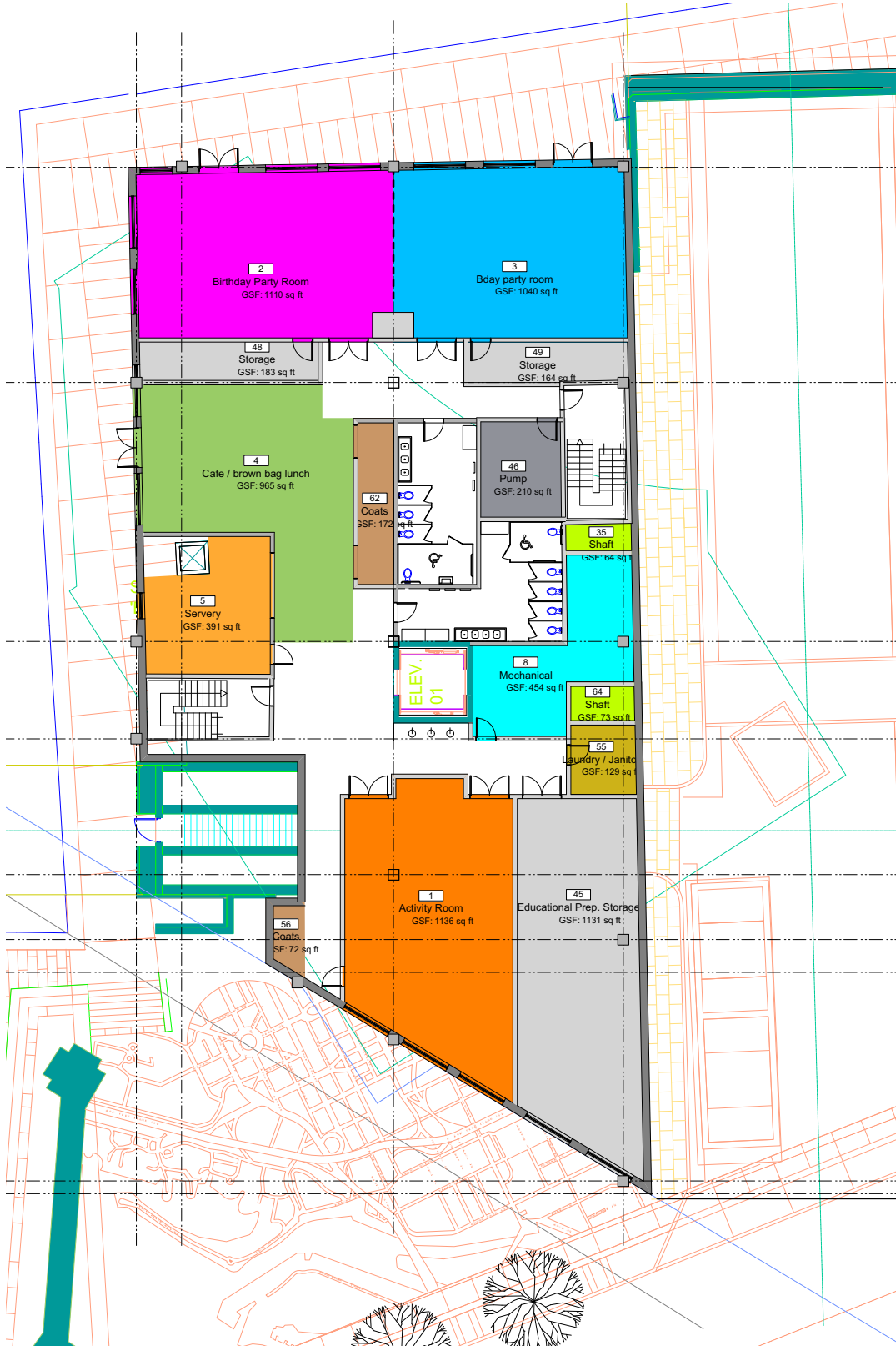
6. Storm Sewer: Landlord to design a conventional gravity type storm water drainage system with interior rainwater leaders to convey storm water from all roof drains. Separate from the Primary System above, a Secondary (emergency) will be incorporated with a secondary roof drain system and interior rainwater leaders which will discharge above grade in a visible location. Multiple storm water sewer mains are expected to be provided and exit the building below grade on the canal side of the building. Accessible cleanouts will be provided at the base of each storm water leader and every fifty (50) feet within the building.
7. Natural Gas Service: Landlord to design a separately metered gas service with meter manifold and meter per landlord/tenant joint specification.
8. Domestic Water Service: Landlord to design a single domestic water service. The service is expected to originate from the existing municipal water main located within Marine Drive and would include a water meter, strainer and reduced pressure zone backflow prevention device, as well as a duplex, variable speed, domestic water pressure booster pump system. These devices will be located within the mechanical equipment room located in the sub-basement. This system will insure adequate water pressure to all fixtures and equipment located throughout the building and roof. Landlord will provide all Vertical Risers with tees/stubs for Tenant future connection for required domestic cold, hot and hot water rough-ins to Tenant Restroom locations. Landlord will provide a domestic cold water riser from the towpath level up to the roof terrace level. Each level will have a branch connection valved and capped for future connection.
9. Tenant Restrooms: Landlord will provide sewer and water stubs necessary at each floor location for Tenant Restrooms per landlord/tenant joint specification. Tenant shall fitout all toilet rooms within their leased space, regardless of their location.
10. Fire Life Safety. Landlord to design sprinkler main, grid and fire alarm per landlord's specification and to comply with all governing codes, including fire pull stations, exit signs, fire extinguishers and cabinets, life safety speakers/strobe light and smoke detectors, and fire sprinklers. Any necessary modifications per Tenant's layout shall be designed by Tenant and shall comply with all governing codes. Landlord will also design non-freeze exterior wall hydrants within recessed vandal proof boxes around the perimeter of the building.

11. Vertical HVAC, Mechanical and Electrical chases through building and up to roof: Landlord to design shafts per landlord/tenant joint specifications and all governing codes. Refer to Item 2.g above.
12. Heating, Ventilation and Air Conditioning (HVAC): Landlord to design the core and shell HVAC system consisting of:
 - A. Mechanical Plant: Landlord will allow Tenant use of existing Ice Rink Chillers (Typical of two 128 Ton Chillers) and Cooling Towers. Chilled Water Building Secondary loop pump shall be variable volume/variable pressure. Chilled water piping distribution to each Air Handling Unit cooling coil with 4" piping routed from the Plant to the Direct Outside Air System located on each level of the Museum.
 - B. Boiler Plant: Landlord to design a Boiler Plant which will include High Efficient Condensing Boilers, Building Hot Water Loop Pumping, Boiler Venting, Hot Water piping mains for distribution to each dedicated outdoor air handler coil, Heating piping for perimeter radiation, Heating water piping distribution to each AHU coil, reheat coil and building perimeter radiation, and heating water piping distribution to each DOAS heating coil and building perimeter radiation.
 - C. Dedicated Outdoor Ventilation Air Handling to handle building ventilation loads: Landlord to design Route Ventilation supply and return ductwork from ventilation air handling to 5'-0" beyond unit, providing load centers and pathways for piping to VAV System.
 - D. Building Controls: Landlord to design building Head End with localized controllers from the central system, including a localized controller to be tied into building Head End, and Area metering.
 - E. System Control Strategy: CO2 based Demand Control Ventilation, Occupancy based terminal equipment set back, AHU heating and cooling discharge temperature reset, Variable flow and pressure strategies for air delivery, and independent pressure control value approach.
13. Electrical Service: Landlord to design a grounded, electrical service supply terminated at a free-standing, 800amp, 480Y277-volt electrical service distribution switchboard located in the sub-basement. Service is expected to include one (1) electrical panel to supply HVAC loads, one (1) electrical panel to supply building exterior lighting, and one (1) transformer and one (1) electrical panel to supply building power and convenience outlet loads. Tenant shall design all electrical distribution necessary for tenant build-out.
14. Emergency/Standby Power Service: Landlord will allow Tenant use of existing emergency/standby power service for life safety, standby and critical building equipment loads.
15. Interior Lighting: Landlord to design temporary lighting as required by code, per the Landlord's specification. Tenant shall design all permanent interior lighting required for

tenant build-out and as required by code.

16. Technology/Communications and Audio/Visual (A/V) Systems: Landlord to design pathways. Tenant shall design all associated distribution/wiring and required equipment room.
17. Security, Video Surveillance, Access Control, Intrusion Detection: Landlord to design pathways. Tenant shall design all associated distribution/wiring and required equipment room.
18. Loading Dock/Refuse and Recycling Room: Landlord to design a trash/service area, including suitable receptacles for wet and dry garbage and recyclables. Tenant shall be provided access to and use of the trash/service area. Tenant shall adhere to the refuse and recycling schedule adopted by the Landlord for the building.
19. Temporary Signage: Landlord shall permit temporary signs to indicate impending occupancy of the space pending Design Review Committee approval. The signs, hardware, electrical service, and other related requirements, shall be designed by the Tenant.
20. Permanent Signage: Landlord shall permit permanent signs on the exterior of the building pending Design Review Committee approval. The signs, hardware, electrical service, and other related requirements, as well as obtaining their approval, will be designed by Tenant as an ADD Alternate to the Core/Shell Contract Documents.
21. Temporary Power: Landlord shall design temporary power for use by the Tenant, per Tenant's specifications, until permanent power is energized.

1 FIRST FLOOR (TOWPATH) LEVEL - 580'-5"
Scale: 1/16" = 1'-0"



OPTION 5
PLAN

09/21/15
10/13/15



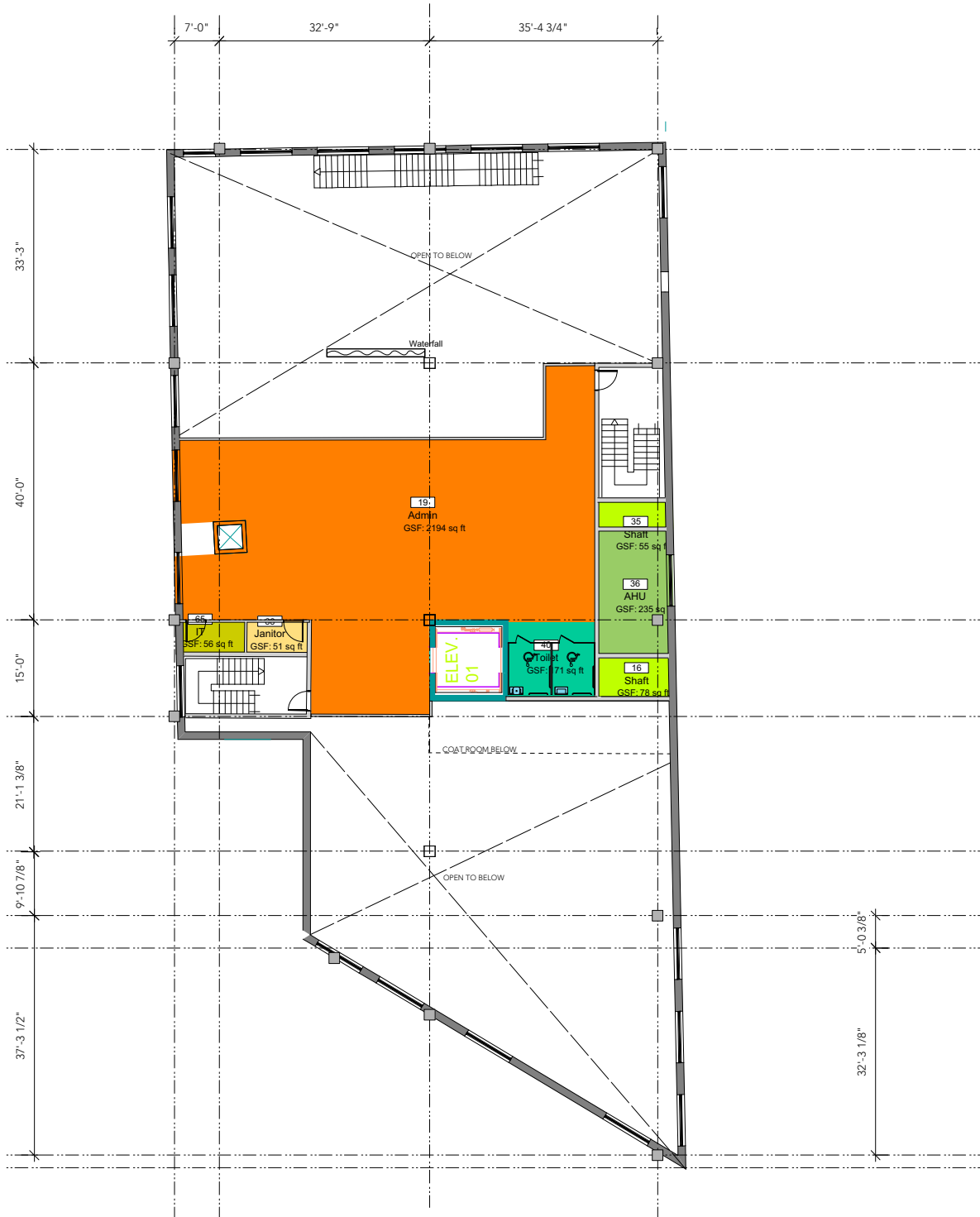
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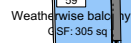
explore&more
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OPTION 5
PLAN09/21/15
10/13/15

Scale: 1/16" = 1'-0"



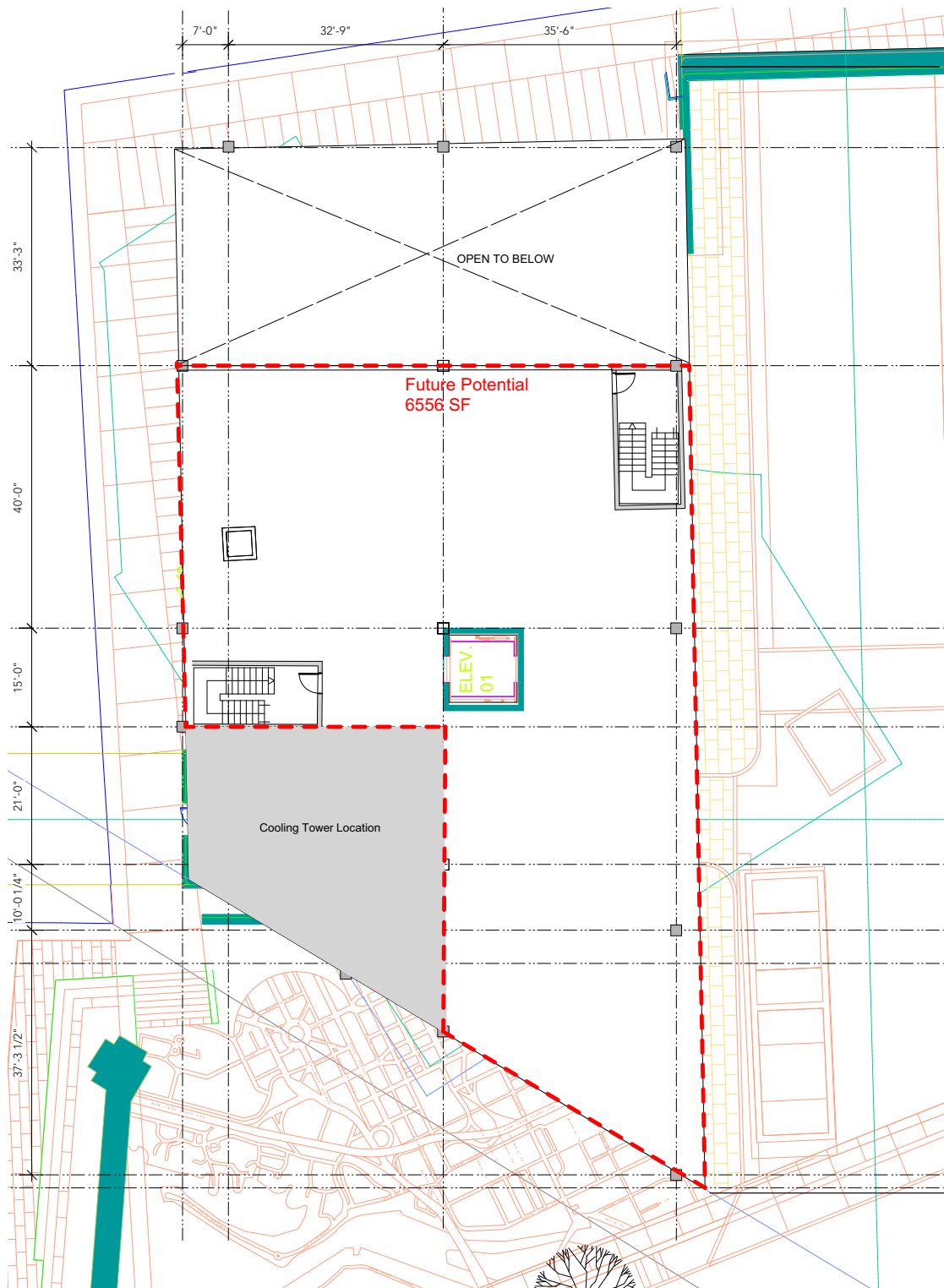
FOURTH LEVEL - 627'-0"

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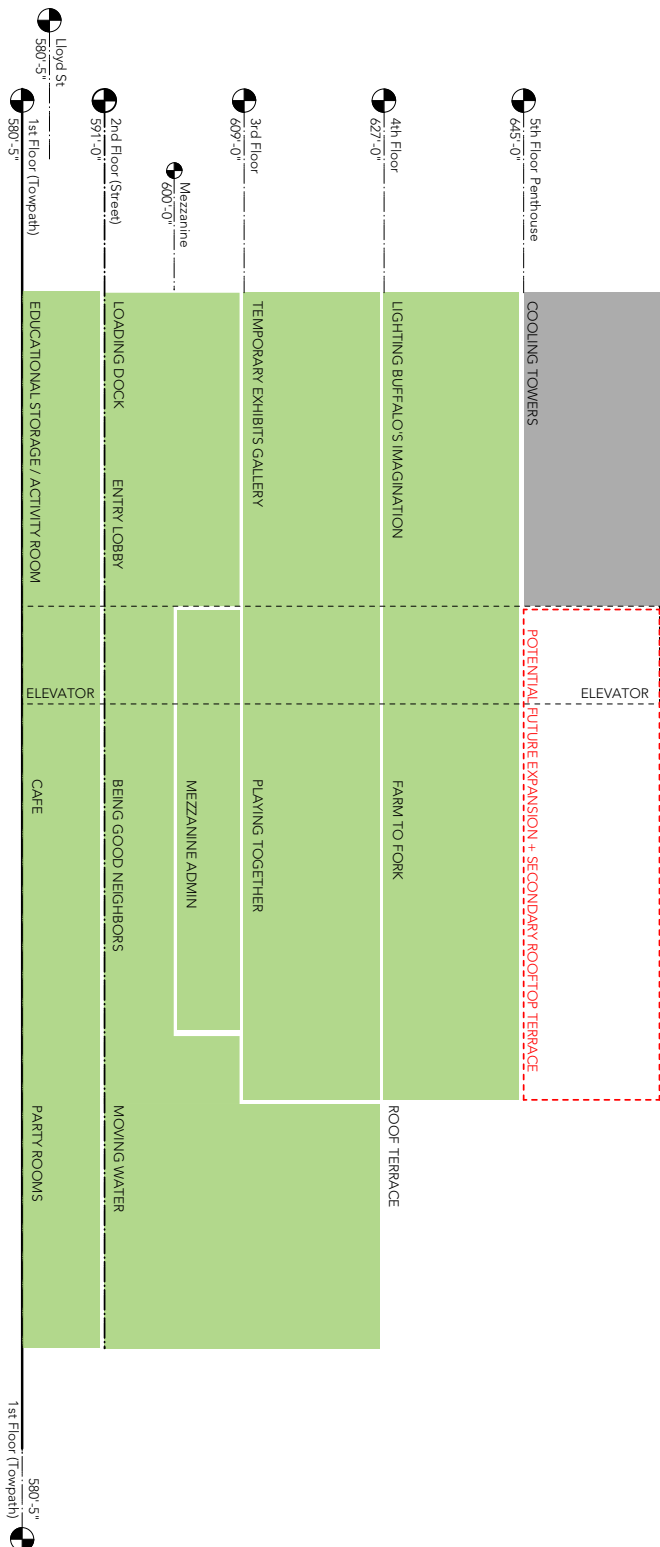


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NOTE: PENDING CONFIRMATION FROM FFAE AND STRUCTURAL ENGINEER ON INCREASING FLOOR TO FLOOR HEIGHT OF 2ND FLOOR TO ALLOW MORE HEAD CLEARANCE FOR MEZZ AND DECREASING HEIGHT OF 3RD AND 4TH FLOORS WHILE MAINTAINING OVERALL BLDG. HEIGHT. ALSO PENDING STRUCTURAL ANALYSIS OF NEW GRID LAYOUT AND DOUBLE GIRDER APPROACH.

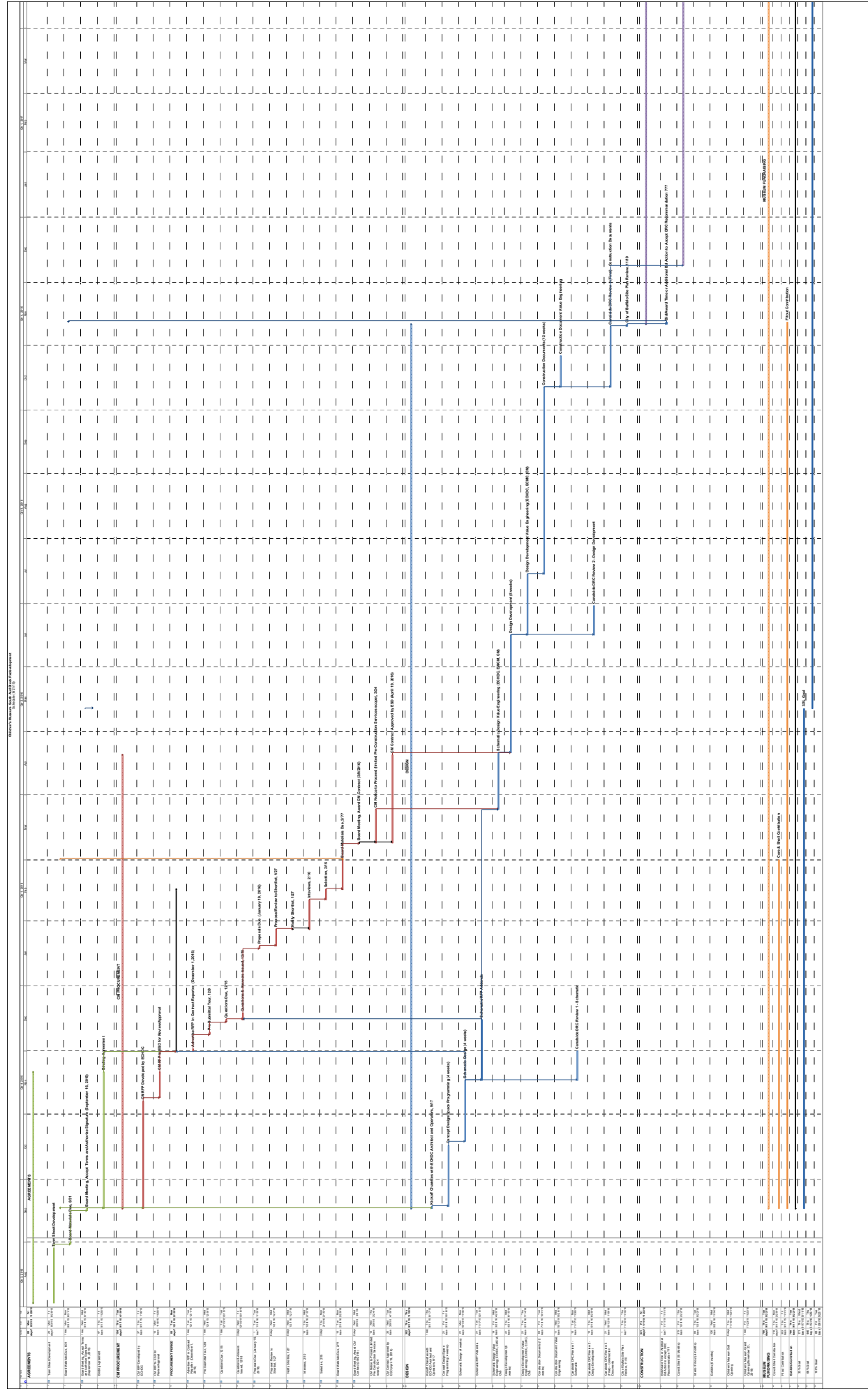


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OPTION 5 Block Section

Scale: 1/16" = 1'-0"

Criteria	Rating 0.0 - 5.0	Weight	Score	Notes
Development of the proposed Scope of Work & timeline		4		
Experience of Team and Team Leader/Organizational and Management approach		4		
Project communication plan		4		
Experience of Sub-Consultants		2		
Demonstration of working relationships with clients		2		
Cost / best value		4		
Total				



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