

**4.4.75 REQUEST FOR QUALIFICATIONS
FOR THE DEVELOPMENT OF AN EXPANSION TO
THE CAMBRIDGE FOOD COOP
ISSUED BY THE CAMBRIDGE FOOD COOP INC.**

One West Main Street, Town of White Creek, Village of Cambridge NY, 12816

Tax Lot: 255.20-7-8



INTRODUCTION

The Cambridge Food Co-op, Inc. ("CFC") is the recipient of a \$375,000 grant from New York State's Department of State through its NY Forward program. The purpose of the grant is to conceptualize, plan, build and outfit an expansion to its current building. This expansion will permit the CFC to increase its community outreach, provide a more efficient operation and grow sales by providing additional retail space. The expansion is also expected to make the surrounding environment more attractive.

To meet the terms of the grant, the CFC is initially seeking the participation of several technical consultants prior to putting the project out for construction bids. The CFC plans for these consultants to develop a feasible set of contract construction drawings which respond to the goals of the CFC and comply with the terms of the grant. Upon completion of the drawings and acquisition of all necessary permits, key consultants are expected to aid the CFC in the solicitation and choice of the building contractors necessary to build and outfit the building. During the development of the plans, it is expected the consultants will make themselves available to meet with representatives of the CFC's Board of Directors to discuss progress and make any necessary modifications. To seek approval from its membership to begin construction, the CFC will require presentation drawings showing the new building in perspective as well as its plan and relationship to the existing building.

This RFQ focusses on the development and completion of the building construction documents. Upon successful completion of these documents the CFC will issue a second RFQ for construction services. It is expected that the consultants chosen during the first phase will aid the CFC in the production of this RFQ, its choice of respondents and the administration of the work as it proceeds. However, the details of how this will be done will be decided once this first phase is completed.

The CFC has been in existence for over 47 years. It serves the Cambridge NY community and its surrounding areas offering high quality, healthy food and emphasizing products grown and produced by local suppliers. There are 350 Cooperative members of the CFC. Members pay an annual fee and are entitled to a small discount on purchases they make. In addition, many members volunteer their time working at various tasks in the store – ranging from checking out customers, to food preparation to custodial services. Total annual sales for the CFC are between \$600,000 and \$700,000. Non-Members are free to purchase all product sold at the CFC. Over 50% of sales are, in fact, to nonmembers.

The CFC is a Not-for-Profit Corporation recognized by New York State. The CFC is run by a nine-to-fifteen-member board of directors who serve up to two revolving three-year terms. The board employs a store manager as well as additional personnel to assist the manager. The board also has hired an outside bookkeeping/business consultant to support its financial operation and assist it in planning for its future.

THE EXISTING FACILITY

In 2009 the CFC moved from a small store on Cambridge's Main Street to a larger building, also on Main Street, and nearby. The building's address is 1 West Main Street, and it is in the Town of White Creek, Village of Cambridge. The building, built in 1869, is a two-story brick structure with a slightly newer two-story wood extension. The footprint for the building is approximately 65' by 30'. The building's lot has 43' of frontage on Main Street and extends southward 200'. The most southerly portion of the building lot is not built upon. This unbuilt portion will be the site of the proposed expansion.



Front of Existing Building from East

The second floor of both the brick and wooden building is occupied by commercial rental tenants in four separate offices as well as one commercial office supporting the Co-op. The entire first floor is devoted to the CFC's retail operation as well as its storage, food prep, and cooler facilities. The basement is used for dead storage. The footprint of the brick portion of the building is approximately 43'3" by 29'6". The footprint of the wood extension of the building is 21'2" by 29'6". Attached to the wood extension's south wall is a walk-in cooler that was installed when the CFC moved to this location. The age of the

cooler and the difficulty involved in its demolition and reconstruction will require the installation of a new cooler and the demolition and disposal of the existing one. The total square feet on both floors is 3,786. There is also an earthen-floor basement which extends underneath the entire first floor and can be reached via an internal staircase as well as external steps. The sanitary system for the building has not been upgraded. The age of the sanitary system and additional square feet added to the building with the proposed expansion will require a new sanitary system.

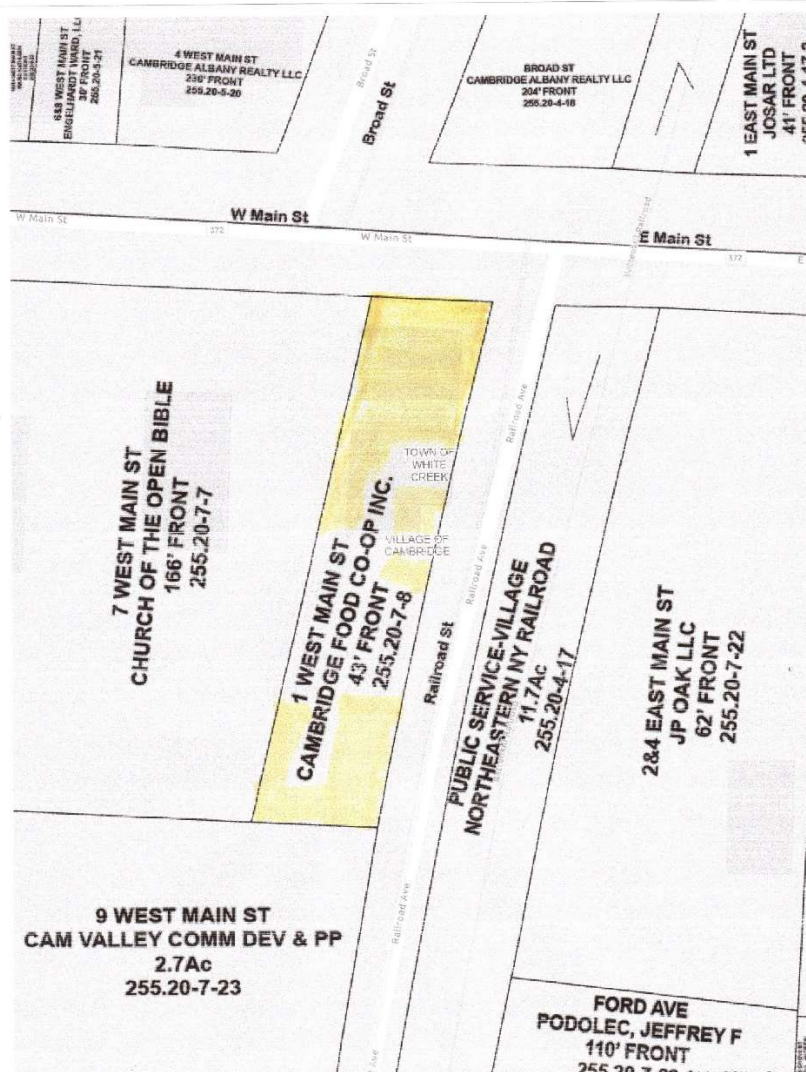


Rear of Building from South. Projection at the left is the enclosure for the current walk-in cooler which is to be removed. Proposed expansion will attach to this elevation.

This building was purchased by the CFC in 2014. Since that time the CFC has replaced, modernized or installed several improvements as well as constructing various stabilization projects.

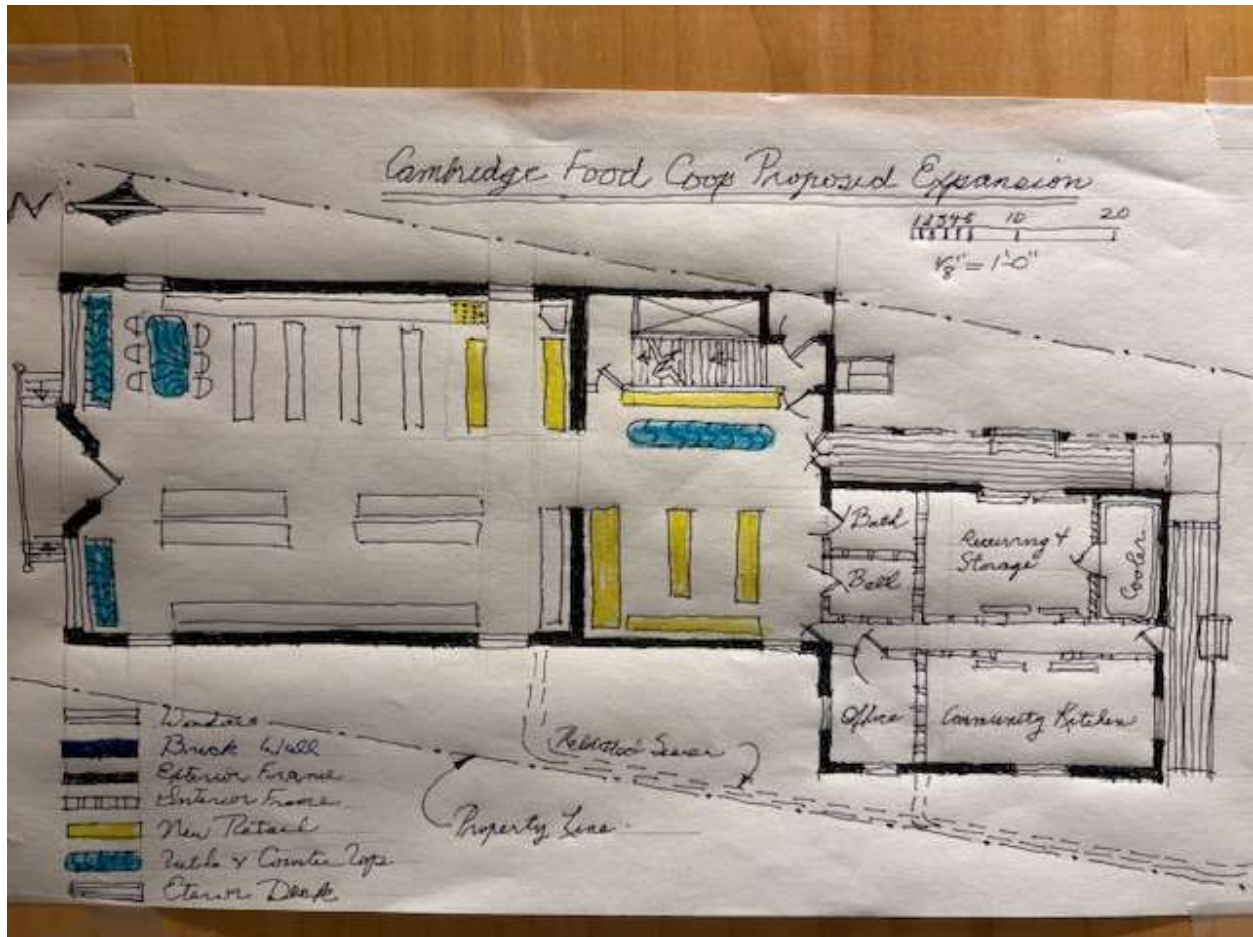
A recent survey of the building is available upon request.

The tax lot diagram is below.



THE PROPOSED EXPANSION

A sketch plan for the proposed expansion (below) has been developed by the CFC. Dimensions are approximate. The existing brick portion of the building is to the left of the drawing. The wooden extension is in the center and the new proposed expansion is to the right.



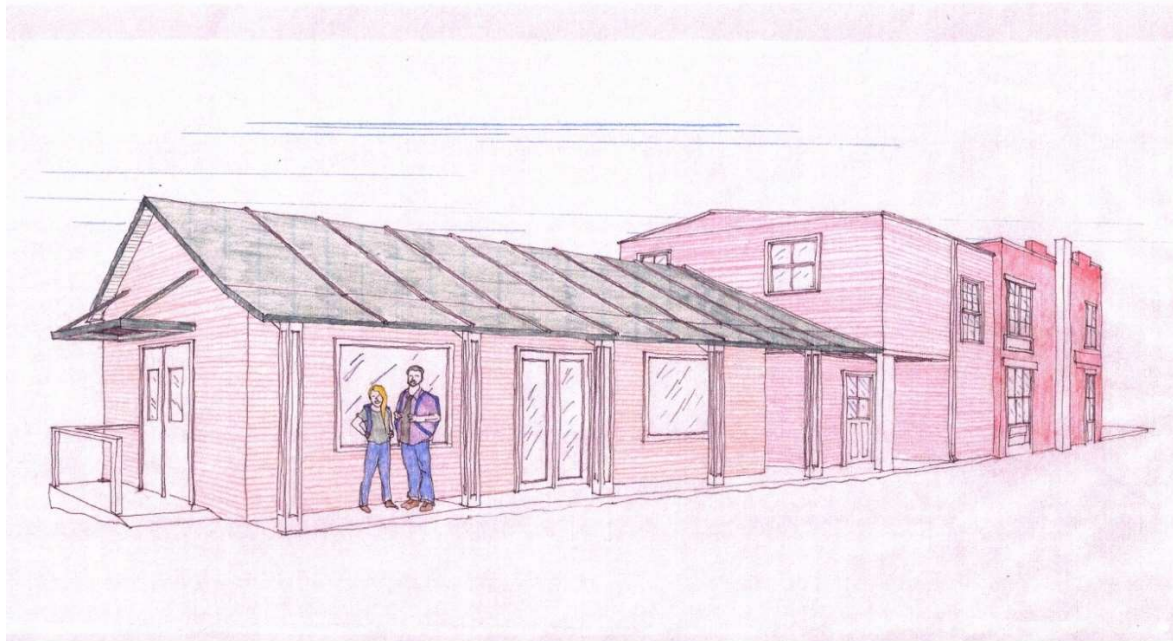
Sketch Plan of Proposed Expansion and Relationship to Existing Building. The expansion is to the right of the drawing.

1. <u>Total Expansion</u>	<u>24'9"X28'4"</u>	<u>702 sq. ft.</u>
2. Bathroom, Men's and Women's ¹	8'10"X11'6"	92 sq. ft.
3. Office	8'10"X10'6"	93 sq. ft.
4. Receiving and Storage ²	14'6"X11'0"	159 sq. ft.
5. Community Kitchen ³	20'2"X10'6"	212 sq. ft.
6. Corridor ⁴	29'0"X3'0"	87 sq. ft.
7. Wrap Around Deck ⁵		250 sq. ft.
8. Walk-In Cooler ⁶	11'0"X5'0"	55 sq. ft.

- (1) An alternative to the men's and women's bathrooms is to provide two unisex bathrooms, with one opening into the store and the other opening into the corridor of the proposed expansion. This allows bathroom access from either section of the building while the other might be locked. A third alternative would create one large unisex bathroom with access from the

corridor. This would make available additional retail space while creating a more private entrance.

- (2) Loading to be directly accessible from the deck. Deliveries may be made without opening store. Movement of goods from receiving and storage to store to be on same level and easily accomplished
- (3) Intended for food preparation, community access, and utilization by small private producers, the community kitchen will contain all new equipment and appliances to be chosen and sourced by the CFC's consultants.
- (4) To be main access to the retail area from back-of-house functions. To be at same level the retail area.
- (5) Provides direct access from parking and loading area to the rear (south) of the store. Access from the deck is directly to Receiving and Storage and Community Kitchen as well as Manager's Office. Direct entry to the Store is from deck as shown. Deck provides transition between the 2 ½ foot difference between the retail floor elevation and surrounding the grade. This is done with ramps and stairs sliced into deck. On eastern side of Proposed Expansion the roof shall overhang to give cover and provide shade for people using that side of the deck.
- (6) The Walk in Cooler is to be placed inside the Proposed Expansion. It will have direct access to Receiving and Storage and to the Community Kitchen and Store through Corridor. The estimated cost of a new cooler and its installation is \$25,000. The construction process shall recognize the need to keep the store in operation for as long as possible and develop a plan to keep the current cooler in operation for as long as possible until the new one is ready for service. Coolers for indoor locations generally are either 6'0" or 8'0" in width with the lengths in two-foot increments starting at 6-0". A construction phasing plan should, therefore, be developed by the building's architect working in concert with other selected consultants.



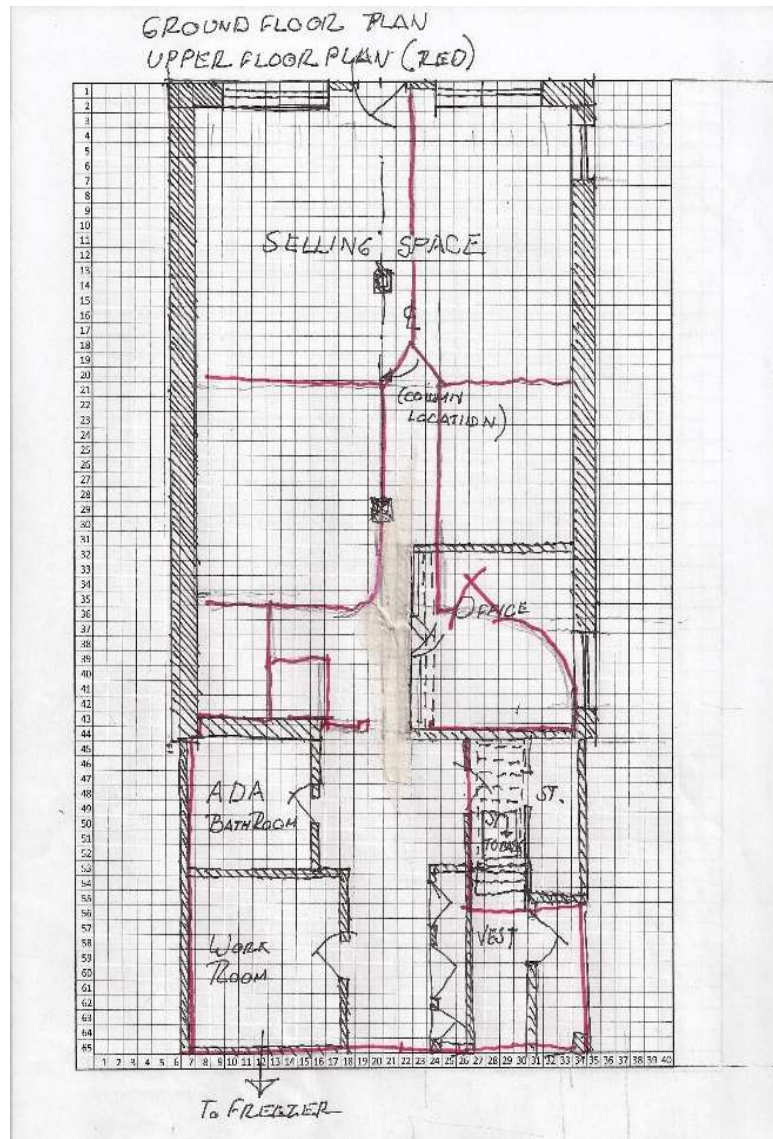
Conceptual Rendering of Proposed Expansion (not a full derivative of plan)

To facilitate the Proposed Expansion certain changes need to be made to the existing building which will affect the ongoing operation. These changes shall be part of the design and construction contract for the proposed expansion. They are expected to be detailed in the construction documents to be drawn by the CFC consultants. It is necessary to construct these changes in a manner that facilitates as little interruption to the continuing store operation as possible and is reflected in the construction phasing plan to be developed by the consultants. These changes are:

1. **Demolition** of the existing Manager's Office located within the existing Retail Sales Space. The Manager's Office is currently in the SE corner of the brick building. With this space demolished, the area it currently encompasses will be made continuous with the existing Retail Sales Space. A plan for this change shall be developed.
2. **Demolition** of existing sales counter. A new counter, as shown in the drawing, will be located in the existing wooden expansion. This counter will allow two check out staff to operate comfortably. The counter will contain facilities necessary to install two point-of-sale terminals. The design and electrical service plan for the new counter shall be developed by the consultants.
3. There are currently storage closets located in the existing wooden expansion. They are located approximately where the new counter is to be built. To provide room for the new, and

expanded counter, these storage units will be **demolished** with new storage to be located in the proposed expansion.

4. **Display space** will be located behind the new counter. A design for this new display space shall be developed by the consultants.
5. A **new door** will be installed behind the counter in order to have direct, interior, access to the staircase which leads to the commercial office on the second floor.
6. With new bathrooms and kitchen provided in the Proposed Expansion the existing kitchen and bathroom will be **removed and replaced** by new sales space and shelving.
7. The section of the southerly rear wall of the existing wooden expansion that overlaps with the Proposed Expansion will be **removed** and accommodate the new bathroom as shown in the sketch and will afford a locked entryway to the corridor within the proposed expansion.
8. The existing walk-in cooler will be **removed and replaced** by a new walk-in cooler located within the proposed expansion. The existing walk-in cooler is located in its own housing to the south of the store. As the cooler is essential to the operation of the store, a plan shall be developed that permits the existing cooler to stay in place as long as possible. This might include phasing the construction of the proposed expansion.



EXISTING BUILDING SQUARE FEET

First Floor	1,648 sq. ft.	Second Floor	1,621 sq. ft.
Retail Sales	931 sq. ft.	Office 1	464 sq. ft.
Office	102 sq. ft.	Office 2	223 sq. ft.
Workroom	172 sq. ft.	Office 3	260 sq. ft.
Bathroom	51 sq. ft.	Office 4	501 sq. ft.
Corridor	150 sq. ft.	Bathroom	12 sq. ft.
Stairs	85 sq. ft.		
Cooler	157 sq. ft.		
		TOTAL	3,269 SQ. FT.

CONSULTANTS TO BE RETAINED

The purpose of this RFQ is to select, retain and coordinate a group of technical consultants who will assist the CFC Board of Directors in the finalization of the proposed expansion's design. This will require the resolution of certain technical problems including the design and approval of a new sanitary disposal system for the entire building including expansion, the planning of the kitchen space and new walk-in cooler, the development of a phasing plan and the redesign of the interior of the existing sales space where appropriate and, of course, the design of the new building. As the design for the installation of the new sanitary system may alter the location and design of the expansion it will be necessary to undertake this work initially. Consultants may express an interest in any or all these tasks which are listed in more detail below. Undertaking multiple tasks may be appropriate because these skills are within the purview of the bidding firm or because the bidding firm has ongoing relationships with professionals providing these service or it will seek out and employ sub-contractors to undertake these tasks.

The terms of the grant from New York State are that there is a goal of 30% financial participation for Women and Minority Owned Business Enterprises. This goal is for the entire project, not just the first phase and is evaluated after the project is complete. While this level of participation is expressly stated as a goal and not as a requirement, the CFC is required by the state to make a reasonable effort to find such qualifying firms. Therefore, in replying to this RFQ the CFC will need to know if the respondent is a certified W/MBE or if any of the subcontractors it seeks to apply will meet that designation.

Respondents which do not meet the W/MBE requirements should not consider this as a reason not to reply to this RFQ. There are many components to meeting the 30% goal and it is most typically met during the construction period. Moreover, the CFC, if appropriate, may seek waivers from the goal if it is impossible to meet or cost prohibited.

Professional design services respondents who respond to this RFQ shall include services for Sanitary Engineers, Architect/Engineers, Kitchen Equipment Consultants, Retail Equipment Consultants and Administrative Services Consultants. Any firm may submit responses for a single category, more than one category or all the categories. Firms may also indicate that they will contract with sub-consultants to perform a given task. If possible, the firms should identify these consultants in the same manner that they identify themselves (as W/MBE or not). If it is not possible to make this identification at the time of responding to the RFQ, the firm should indicate their intent to do so and their level of confidence in doing so.

CIVIL/PLUMBING ENGINEER ("CE")

The Village of Cambridge does not have a central sewage disposal system. Most properties use an onsite disposal system feeding into cesspools, septic tanks or drainage fields. The CFC believes that the existing sewerage disposal system consists of a single drainage line for the entire existing building running southward underneath the existing bathroom, kitchen and walk-in cooler. This drain is believed to empty out into a large cesspool type structure constructed many years ago. The CFC has no records

or drawings pertaining to this system. Given the age of the existing system, with the construction of the new building it is important to replace this system with a new, code complying system.

The CFC will need the CE to develop the new sanitary load for the existing plus the new proposed building. A new sanitary system should then be proposed using the remainder of the property. This remainder equals about 4,500 square feet with a dimension of 105 feet along Railroad Avenue. This unbuilt section is interrupted at one point by a 10'0" limited easement for vehicular access to the Open Bible Baptist Church parking lot to the west of the CFC property. Access to this disposal facility should be reached by either a new pipe running under the proposed building and connecting to the existing outlet on the building's west wall or exiting the existing building at the western wall (as shown in the sketch plan) and then running southward to the new facility. The proposed new building will outflow into the new pipe at the most convenient point.

The CE shall review the proposed plan for feasibility, propose a new one if appropriate or suggest modification to the sketch plan if necessary. On a preliminary basis, the CE shall propose the most workable plan, its approximate construction cost, and proceed with preliminary approvals. In undertaking this work, it is expected that the CE will continue to aid the AE during the production of contract drawings to delineate and size where hook ups to the sanitary system are to occur.

An innovative system exists on the opposite side of Main Street. Here, the Cambridge Community Partnership has constructed a system of perforated pipes that serve several properties all collectively using and owning the system. A similar system is proposed by the Partnership on an adjoining property. The timing and likelihood for this system is not yet known by either the Partnership or the CFC. The Partnership has issued an RFP for the design and pricing of such a system.

The Sanitary Engineer shall also comment on the feasibility and desirability of hooking up to the Cambridge Partnership's existing wastewater treatment facility on the opposite side of Main Street, its proposed facility for its adjacent property, or on using a limited amount of its property to the south and west for drainage fields. Information and access to the Community Partnership shall be the responsibility of the CFC.

As the SE's work may impact the design of the Proposed Expansion, their work should be completed before the Architect/Engineer makes significant progress with their work.

ARCHITECT/ENGINEER ("AE")

The sketch plan shown above is only intended at the CFC's best, and an amateur guess of how the new buildings might be organized. The AE shall review and comment on the proposed sketch design contained in this document and make appropriate modifications to the design upon meeting with the representatives of the CFC. This work shall also include the listed alterations and additions to the existing building as well as a sequencing proposal and temporary building placement which provides for the shortest period of time necessary to close the store during construction. While such sequencing and temporary buildings may result in extra costs, the AE will work with CFC representatives to compare these costs to the loss of income from store closure and decide on an appropriate approach. During this phase the AE should consult with the Kitchen Consultant on the placement, service and equipment necessary for the Community Kitchen room and the walk-in cooler.

The AE should also consult with the SE in order to detail the hook ups to the sanitary system. The retail consultant shall also provide the AE with the new layouts and designs for the existing portion of the building and whatever new built-in place shelving and furniture are called for.

With an agreed upon schematic plan and sequencing proposal, as well as cost estimates provided by the AE's cost consultant, the AE should then prepare design development plans. Once there is agreement on these plans the drawings necessary for construction bidding shall be prepared. It is anticipated that the AE will stay on once the construction bids are accepted as the construction supervisor or provide/recommend the personnel necessary to undertake this work.

The AE may choose to provide the functions of any of the other consultants mentioned directly within its firm or by retaining its own consultants as part of the bid package.

FOOD SERVICE CONSULTANT ("FSC")

The Proposed Expansion will contain a Community Kitchen and a walk-in cooler.

The goal of the Community Kitchen is to be the venue for teaching classes and exhibitions, food preparation for store sales, rental to local producers and other community-oriented uses. The FSC shall provide a listing of the appliances necessary to outfit the kitchen and any special requirements they may have such as venting, fitting out, floor finishing or disposal and the sources and timing for purchasing the appliances.

After consultation with CFC representatives the FSC shall advise as to the most appropriate and cost-effective prefabricated walk-in cooler and how it shall be housed, serviced and accessed within the Proposed Expansion. The FSC shall prepare a preliminary plan for both the Community Kitchen and the walk-in cooler. This plan shall include cost estimates for the outfitting and installation of the Community Kitchen and the walk-in cooler. The AE shall use these cost estimates in the preparation of the preliminary construction costs. The purpose of this plan shall be to facilitate the AE incorporating it into the preliminary and bid documents for the Proposed Expansion.

RETAIL CONSULTANT ("RC")

For the new retail space created by the design the RC shall provide a plan for shelving and display cases. This plan shall include the costs and sourcing of these items. This plan shall be incorporated into the final construction documents developed by the AE. The RC shall also suggest alterations to the existing store layout to enhance the flow and sequencing for shoppers to make purchases.

ADMINISTRATIVE ASSISTANCE CONSULTANT ("AAC")

The terms of the New York Forward grant require a significant number of forms to be filled out to the New York State Department of State. The Cambridge Food Coop is a small, volunteer-based organization without the necessary capacity to be responsible for the timely creating and processing of these forms to The State. This work shall proceed from inception to construction completion. The AAC shall develop a full understanding of the forms necessary to submit to The State, their timing, source of information and preparation schedules.

APPLICATION PROCESS

Firms planning to respond to this RFQ which have questions to ask prior to preparing the RFQ response are requested to email these questions to the email address listed below. Firms requesting a site visit may also do so via this address.

Responses to this RFQ shall be comprised of at least the following and shall be transmitted by July 31, 2025.

1. Name and location of firm.
2. How many of the professional services being requested by the RFQ the firm chooses to apply for and which ones.
3. Resumes of key staff members of the firm.
4. A list of 5 references who might best comment on the relevant tasks being asked to perform.
5. List the type and limits of the professional liability and workers compensation insurances the firm currently carries.
6. Which professional services will the firm directly undertake, and which professional services will sub-contract for.
7. Where known, describe the subcontracting firm, listing its principals and relevant work experience.
8. Years during which firm has been in business.
9. Completed work products which closely parallel the tasks the firm is being asked to perform
10. Describe the approach the firm will take to undertake the scope of work it has chosen to do.
11. Possible phasing of completed tasks.
12. Expected interactions with other consultants
13. Expected costs for the work to be performed. Describe if cost is to be based on a fixed fee or an hourly charge or some combination thereof.

Two bound copies of the response shall be mailed to:

Charles Reiss
PO Box 73
Shushan, NY 12873

A digital copy of the response shall be sent to

cfcgrantmanager@gmail.com

We look forward to hearing from you.