

RFP #NFC2022-01
Design Standards and Program Administration Consultant
for Niagara Falls Small Business Property Improvement Program

Addendum I (6 Pages)

Recently you received a copy of the above-referenced RFP. Section 1 allowed for the submission of written questions by January 6, 2023. The NFC Development Corporation received a total of nineteen (19) questions. This addendum is a complete list of those questions, listed in the order they were received, and followed by the NFC's response to each. In cases where the same/similar question is asked multiple times, vendors are referred to earlier questions/answers to avoid duplication.

Niagara Falls Small Business Property Improvement Program (NFSBPIP)

Questions and Answers

1. **QUESTION: The RFP indicates one electronic copy by the deadline. How many, if any, hard copies are required to be submitted?**

ANSWER: The applicant should provide five (5) hard copies with their submission

2. **QUESTION: We want to confirm that the RFP does not require the team to provide architectural, engineering or design services other than design/plan review.**

ANSWER: Correct. The Consultant team will only be required to review applicants' architectural and engineering work.

3. **QUESTION: We want to confirm our team's understanding that we will be responsible for reviewing cost estimates, not creating them.**

ANSWER: Correct. The Consultant team will review and provide any substantive feedback on cost estimates.

4. **QUESTION:** Are the updated design standards to be formally adopted by the City of Niagara Falls?

ANSWER: This is to be determined but the hope is that the City of Niagara Falls will formally adopt these guidelines. In any event, the design guidelines will be required to receive funding for this grant program.

5. **QUESTION:** Please clarify the number of districts the consultant is responding to. The RFP states NFC Development Corporation (NFC) is Local Program Administrator LPA for 3 of the 4 and that USA Niagara (USAN) will partner with NFC for their district. Pg 2 – para. 4, 4 districts, pg 3, para. 1, 5 districts.

ANSWER: The consultant will respond to four (4) districts in total for creating/updating design guidelines. Please see Scope of Services Section VI A(1), A(2) “The Consultant will:

1. Create design standards for the three (3) NFC Districts: Main Street from Ferry Avenue to Portage Road; Portage Road from Main Street to Pine Avenue; and Pine Avenue from Aquarium to Hyde Park (including City Market); and update the existing USAN district guidelines. Update USAN’s existing Urban Design Standards (available [here](#)) which includes the entirety of the USAN development district...”

For program support and implementation beyond urban design guidelines (please see Scope of Work Section VI A(3), Section VI B (1-7), Consultant will only be working in the three (3) CNF areas of focus: Main Street from Ferry Avenue to Portage Road; Portage Road from Main Street to Pine Avenue; and Pine Avenue from Aquarium to Hyde Park (including City Market).

6. If you could please explain the NFC / USAN relationship, if this will be all 4 districts for both LPA’s or just for NFC? Will the consultant be reporting to NFC & USAN?

ANSWER: NFC and CNF are partners in the overall initiative along with investment from philanthropic partners as part of the Regional Revitalization Partnership (RRP). While the overall project includes the USAN area (which will be staffed by USAN and funded separately), the Consultant will only be reporting to NFC for the three (3) NFC districts as summarized above.

7. **QUESTION: Is the scope of work for all 4 districts under NFC's leadership as LPA?**

ANSWER: NFC will be the lead agency for the three (3) districts described in the RFP and summarized above. USAN will be the lead for the USAN development district, which includes Niagara Street.

8. **QUESTION: Is the contract to be with NFC or a joint venture with both NFC / USAN?**

ANSWER: The Consultant contract will be with NFC only.

9. **QUESTION: Will the funds from ESD be in place with NFC for the program distribution to owners / consultants / contractors or will NFC have to make a request to ESD for funds to disburse?**

ANSWER: The funds will be under NFC control.

10. **QUESTION: Pg 3 para 1, lists 5 districts with recommendation in select districts - would you advise how many districts will be included and define the program support required. This will help us quantify the hours required.**

ANSWER: Thank you for pointing out this reference to five districts. There are actually only four (4) total districts for this program as it relates to creating and updating urban design standards (please see Scope of Work Section VI A(1), A(2).

For Consultant scope beyond urban design guidelines, there will be only three (3) districts (please see Scope of Work Section VI A(3), Section VI B (1-7).

11. **QUESTION: Pg 4 – para 1 - SBPIP provides access to capital and enhance A/E & cost estimating support. Para 2 – costs may be counted towards total project costs but not eligible for reimbursement. Would you please clarify – if the owner engages their own A/E firm, the costs are part of their match and not reimbursable via the program. But if the owner is in the program, they receive A/E services that are paid for by the program.**

ANSWER: A/E costs incurred by a property owner are not eligible for reimbursement but are eligible toward total project costs, of which the Program grant is up to 50% of total project

costs up to \$100,000. The Consultant to NFC will review the A/E and estimating work of the property owner (or owner's separate A/E firm) at no cost to the property owner.

12. **QUESTION: SELECTION PROCESS** – to clarify, this scope of work is for the NFC – 3 districts / or for the NFC 3 and USAN district? Will the consultant need to obtain owner credit scores or NFC?

ANSWER: Please see Question 5 above for the Scope of Work clarification. NFC will obtain owner credit scores.

13. **QUESTION:** Page 4 paragraph 1 mentions that the NFSBPIP is intended to address access to "architectural/engineering and cost estimating support", but this is not clearly addressed in the Scope of Services (#3 beginning on page 7) and cost estimating support isn't mentioned in the Scope at all. o 3b "developing a participating building's scope of work": What does this entail? Are we helping to identify scope, producing conceptual design graphics and assisting with cost estimates for projects that do not already have them, similar to the DRI?

ANSWER: The successful consultant team will only be asked to review cost estimates to ensure that they are in line with market rates.

14. **QUESTION:** Would you please briefly describe the role of the property owner, city, and consultant in the process of a building rehabilitation? We have worked on hundreds of similar projects in Niagara Falls and across the state and this process seems to be different.

ANSWER: Other than new/updated design guidelines and the benefit of NFC having a Consultant to help in the project review and implementation process, this program should be similar to other NFC grant programs.

15. **QUESTION: SCOPE OF SERVICES – a- DESIGN GUIDELINES / STANDARDS – • May we have a copy of the existing documents for review?**
- Clarify updated design guidelines for 4 districts Create new design standards for 3 NFC districts Update USAN – 1 district
 - Survey streetscape for 3 NFC districts, make recommendations, please clarify the scope, is this a memo with recommendations or rendering and product / materials information?

ANSWER: The existing standards document is available [here](#). For the streetscape, renderings are not necessary, and a written set of recommendations would be sufficient.

Consultant is creating new design standards for 3 NFC districts and updating USAN district standards.

For the streetscape survey, a memorandum is sufficient. Renderings or sketches are optional but not required as part of the memo.

16. **QUESTION: Environmental Review – please confirm the type of environmental professional report / letter that is required. Similar to NYMS for exterior commercial projects?**

ANSWER: Correct, similar to the New York Main Street Program for commercial projects. <https://hcr.ny.gov/system/files/documents/2022/05/nyms-program-guide-2022-05.pdf>

17. **QUESTION: Financial management – will the LPA have the funds in its own account or have to submit each request to ESD to provide funds?**

ANSWER: The funds will be under NFC control.

18. **QUESTION: SELECTION PROCESS – will 1 firm be selected or several for the program?**

ANSWER:

One (1) Consultant team will be selected.

19. **QUESTION: SBPIP – job creation – will this requirement be monitored by the consultant or NFC?**

ANSWER: NFC will monitor job creation numbers.

All other terms, conditions and specifications remain the same. Please sign where indicated below and attach this addendum to your submission.

(Authorized Signature)

(Company)

(Print Name)

(Date)

Sealed submissions to be received by Thomas Tedesco, NFC Development Corporation, no later than:

FRIDAY, JANUARY 20, 2023 at 3:00 P.M.