

REQUEST FOR PROPOSALS  
JULY 2023

# St. Luke's Campus FACILITIES STUDY



**SUBMISSIONS DUE:**  
**August 31, 2023**



## PROJECT DESCRIPTION

Mohawk Valley Health System (MVHS), Oneida County, and Mohawk Valley EDGE seek a qualified consultant/team for the purpose of preparing a study of the existing facilities on the St. Luke's Medical Campus. A qualified consultant or team of consultants with demonstrated competencies in the disciplines described within the scope of services is desired (i.e., civil engineering, environmental engineering, architectural) to perform analysis of the structural, environmental, and physical plant conditions to inform the project team's master planning effort – specifically with regard to feasibility and cost – for the demolition or adaptive reuse of multiple structures that comprise the St. Luke's Medical Complex.

Upon completion of the Wynn Hospital in downtown Utica in November 2023, it is anticipated that the majority of the St. Luke's campus will be vacated. MVHS, Oneida County, and Mohawk Valley EDGE are partnering to envision, finance, and facilitate context-sensitive reuse and sustainable redevelopment of the 53+/- acre campus.

This component of the reuse strategy will consider environmental conditions, structural/architectural conditions, pre-demolition planning, rationalization of existing infrastructure, environmental investigation, and feasibility of adaptive reuse for strategic structures within the complex.



## KEY FEATURES of the STUDY

It is assumed that there is limited (if any) potential for the adaptive reuse of the main hospital building. To that end, it is the intention of the project team to focus the lion's share of time and resources on demolition and deconstruction planning. To the extent that there are structures that could be saved, the consultant shall provide rationale, associated costs, and feasibility determination for each scenario. The consultant will be expected to immediately mobilize studies, assessments, and civil engineering related to demolition/deconstruction planning and design. This will include, but not be limited to: structural evaluation, utility disconnections and decommissioning, asbestos and regulated building material surveys, demolition/deconstruction approach, permitting, and estimation of probable costs.



## SUBJECT PROPERTY

Figure 1. Subject Property



	Address	Tax I.D #	Owner	Size	Zone
1	Champlin Avenue	317.000-2-1.2	St. Luke's Memorial Center	23.36	I
2	1656 Champlin Avenue	317.000-2-2.1	St. Luke's Memorial Hospital	22.98	I
3	1600 Burrstone Road	317.000-2-25	Faxton-St. Luke's Healthcare	3.56	C2
4	1714 Burrstone Road	317.000-2-26	Oneida County Industrial Development Agency	1.23	C2
5	1724 Burrstone Road	317.000-2-29	St. Luke's Memorial Hospital Center	1.18	C2
6	1752 Burrstone Road	317.015-2-38	Faxton-St. Luke's Healthcare Foundation	0.31	C2
7	1754 Burrstone Road	317.015-2-37	Faxton-St. Luke's Healthcare Foundation	0.22	LDR
8	Winchester Drive	317.015-2-34.1		0.45	LDR

\*A 5.81-acre Freshwater Emergent Wetland habitat classified as a PEMIE (as designated by the U.S. Fish and Wildlife Service) is present on the site.

## BACKGROUND

MVHS previously completed limited site evaluations of St. Luke's Medical Campus in order to facilitate the transition\* from health care facilities to new commercial, professional, and institutional uses. The Medical Facility Assessment (CHA, November 2019) provided insight into the current state of the facilities with respect to:

- Existing Zoning
- Environmental Overview
- Electrical Systems
- Plumbing & Fire Suppression
- Mechanical Systems
- Architectural & Structural Conditions

To a limited extent, the studies provided a glimpse of redevelopment potential for each site, based on architectural, infrastructural, and zoning limitations. Key findings of the Medical Facility Assessment were:

- Range of uses allowed with Site Plan Review
- Separate 13.2 kVA electric feeds (underground)
- Transformers, panels, and diesel generators are in good condition
- Private cogeneration facility supplies periodic power to site
- Boilers have all exceeded useful life expectancy
- Mechanical systems have exceeded useful life expectancy
- Overall architecture is sound; some issues with leaking and deterioration of curtain wall
- Not in archaeologically sensitive area
- No rare or endangered species or critical habitat
- Contains federally-regulated wetlands

When the Wynn Hospital opens in late 2023, operations at St. Luke's will cease and leave its hospital structures vacant. The St. Luke's Home will continue its nursing, rehabilitation, and residential operations at its existing location. The focus of this study is to assess the physical assets with regard to all structures and utilities.

## AVAILABLE INFORMATION

Prior to beginning the study, the consultant/team shall become familiar with all recently-complete and historical studies, documents, plans, etc. The studies, documents, plans, etc., include, but are not limited to, the following:

- Medical Facility Assessment: Utica Area Facilities, CHA (2019)
- MVHS Demolition Estimate, DiMarco (2020)
- Market Analysis – Mohawk Valley Health System Campuses, Fairweather (2019)

*\*The consulting team will be expected to build upon existing information to achieve cost efficiencies and accelerate project timeline, where appropriate.*

## SCOPE and DELIVERABLES

- 1. Progress Meetings.** In addition to civic engagement, the project team expects regular updates on the project. In the interest of efficiency, most of this can happen via short Webex/Zoom/Teams meetings; while in-person meetings should be coordinated with fieldwork and site visits.
  - ⇒ Deliverable: Regular virtual updates via WebEx/Zoom/etc.
  - ⇒ Deliverable: Maintain a shared file – listing each of the scope items and their relative progress, challenges, milestones, etc.
  
- 2. Pre-Demolition Utility Survey & Mapping.** This component will require close coordination with Mohawk Valley Water Authority, Town of New Hartford, National Grid, Verizon, Time Warner, Northland Communications, and any other utility/service provider to gain a keen understanding of existing water, sewer, electric, natural gas, and telecommunications infrastructure.
  - ⇒ Deliverable: Utility survey, showing all utility alignments, easements, size, composition, connections, manholes, etc.
  - ⇒ Deliverable: Annotated map of all existing water, sanitary sewer, and stormwater infrastructure in the project footprint, including mains, services, meters, and connections
  - ⇒ Deliverable: Annotated map of all existing electric and natural gas infrastructure in the project footprint, including mains, services, meters, and connections
  - ⇒ Deliverable: Annotated map of all telecommunications infrastructure
  - ⇒ Deliverable: ArcGIS shapefiles of all existing and proposed utility alignments and related features (including attribute data)
  - ⇒ Deliverable: Strategy, specifications, phasing, and cost estimates for utility abandonment and/or reconfiguration
  
- 3. Phase I Environmental Site Assessments for Each Parcel (including structures).** All ESAs performed must meet the current ASTM standard. For any Recognized Environmental Concerns or Recognized Business Concerns, a Phase II ESA or supplemental site investigation may be required and will be addressed as necessary (via change order) for future development.
  - ⇒ Deliverable: Phase I ESA for Parcel 317.000-2-1.2
  - ⇒ Deliverable: Phase I ESA for Parcel 317.000-2-2.1
  - ⇒ Deliverable: Phase I ESA for Parcel 317.000-2-25
  - ⇒ Deliverable: Phase I ESA for Parcel 317.000-2-26
  - ⇒ Deliverable: Phase I ESA for Parcel 317.000-2-29
  - ⇒ Deliverable: Phase I ESA for Parcel 317.015-2-39
  - ⇒ Deliverable: Phase I ESA for Parcel 317.015-2-38
  - ⇒ Deliverable: Phase I ESA for Parcel 317.015-2-37
  - ⇒ Deliverable: Phase I ESA for Parcel 317.015-2-34.1

**4. Regulated Building Materials (RBM) Survey & Recommendations.** Consultant shall conduct surveys for asbestos-containing material, lead-containing material, and other hazardous or regulated building materials to inform the demolition and adaptive reuse plans. Consultant will be expected to mobilize immediately following staff relocation to new downtown location in late November 2023. It should be noted that selected buildings will still be occupied; interior sampling and evaluation will require close coordination with MVHS staff to ensure that project objectives are accomplished without compromising remaining operations. Field services should be coordinated, when practical, to minimize field costs.

- ⇒ Deliverable: Asbestos-Containing Materials Survey for all subject structures
  - Field services
  - Laboratory services
  - ACM Report
- ⇒ Deliverable: Lead-Containing Materials Survey for all subject structures
  - Field Services
  - Laboratory Services
  - LCM Report
- ⇒ Deliverable: Other Regulated/Hazardous Building Materials for all subject structures
  - Field Services
  - Laboratory Services
  - Hazmat Report
- ⇒ Deliverable: Summary RBM Report & Estimate of Probable Costs

**5. Pre-Demolition Engineering Study to Develop an Estimate for the Demolition of Major Structures On-Site, Including the Hospital, Utilities Building and Maintenance Building.** It should be noted that the hospital will be occupied until late November 2023; any required interior evaluation will require close coordination with MVHS staff to ensure that project objectives are accomplished without compromising ongoing hospital operations and patient care.

- ⇒ Deliverable: Pre-demolition structural evaluation for all subject structures
- ⇒ Deliverable: Pre-demolition engineering study to determine method of demolition, quantify C&D disposal, and Community Air Monitoring Plan (CAMP) – assuming all buildings are demolished simultaneously
- ⇒ Deliverable: Engineer’s Estimate of Probable Costs for demolition of subject structures; including tonnage, tipping fees, abatement costs, etc.

**6. Pre-Renovation Architectural/Engineering Study to Develop Ballpark Estimates for Adaptive Reuse of Existing Office Structures, if feasible.** Consultant will set the conceptual groundwork for substantial rehabilitation of portions of St. Luke’s complex (specifically, the non-medical/office buildings) to meet the current and future demand for housing, commercial, or both.

- ⇒ Deliverable: Architectural evaluation of the office buildings; insofar as it relates to ability/capacity for rehabilitation and renovation
- ⇒ Deliverable: Conceptual programming of interior layout for each viable structure
- ⇒ Deliverable: Preliminary Adaptive Reuse budget estimate (per square foot) for viable structures, including parking requirements and utilities



**7. Assessment of Cogeneration Facility.** Assessment of the cogeneration plant to determine viability and strategy for decommissioning and repurposing of the structure. If determined that the plant can be repurposed to the benefit of the future district masterplan, the consultant shall provide a roadmap for adaptive reuse and repositioning for district energy or similar systems. Consultant will be expected to collaborate with the current facility operator (Burrstone Energy), National Grid, and NYSERDA to determine viability, decommissioning, and potential for future conversion.

- ⇒ Deliverable: Coordinate site meeting with current operator, National Grid, and NYSERDA representatives
- ⇒ Deliverable: Facility assessment and overview of existing structure and energy system components
- ⇒ Deliverable: Scenario 1 - Decommissioning of energy systems and repurposing of structure
- ⇒ Deliverable: Scenario 2 - Repurposing energy systems as a potential district energy system if determined to be advantageous, efficient, and economical for proposed masterplan redevelopment concept\*
- ⇒ Deliverable: Estimated Costs and Cost Comparison for each scenario

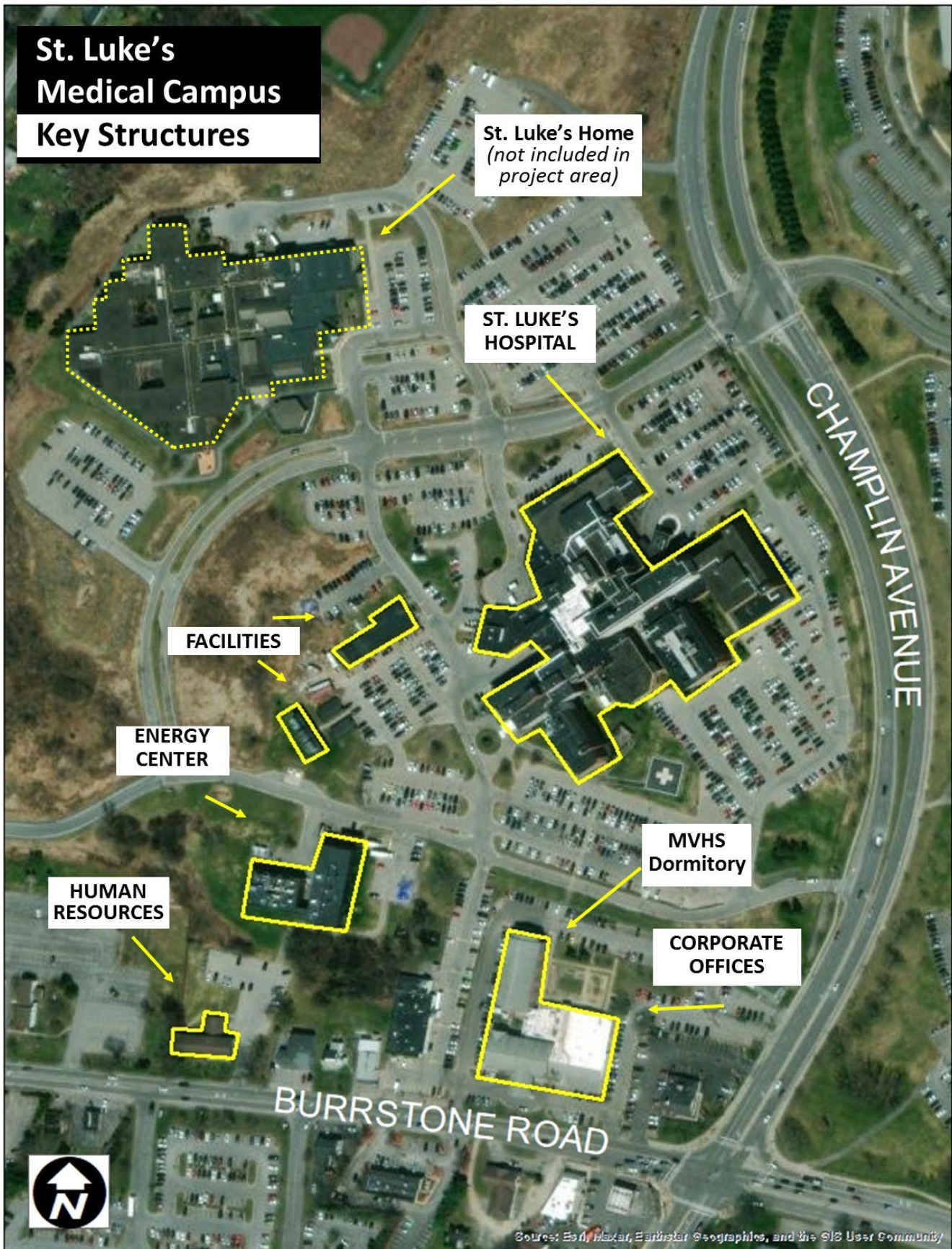
*\*A Medical **Campus Redevelopment Masterplan** exercise is being simultaneously conducted. Project team will coordinate with Consultant to share studies, findings, and concepts as appropriate.*

**Figure 2. Main Hospital Entrance**





Figure 3. Key Structures





## SUGGESTED FORMAT FOR FINAL REPORT

Concise report that provides essential information, identifies gaps/challenges, and is, most importantly, implementation-oriented. Key sections of the report should include:

- < 10-Page Executive Summary including key findings, cost estimates, and schedules
- Building Profile Sheet for each unique structure (1-page for each structure)
- External Hard Drive with full suite of reports, CAD files, Shapefiles, and figures
- Final Presentation Slide Deck for MVHS, Oneida County, and Mohawk Valley EDGE

## PROPOSAL SUBMISSION

Proposal submissions shall include, at a minimum, the following:

- Cover Letter (1 page)
- Fee Proposal (1 page)
- Project Approach (6 pages max)
- Proposed Project Schedule (2 pages max)
- Project Team and Organization Chart (4 pages max)
- Prior Experience of up to 3 similar planning/design/engineering projects (6 pages max)

Four (4) bound copies and one (1) digital copy via e-mail or external drive are to be submitted to the following address:

### Shawna Papale

Chief Administrative Officer  
Mohawk Valley EDGE  
584 Phoenix Drive  
Rome, NY 13441  
315-338-0393  
[spapale@mvedge.org](mailto:spapale@mvedge.org)

Proposals shall be sealed and clearly labeled: **St. Luke's Campus Facilities Study**. Proposals are to be submitted by 3:15 PM local time on August 31, 2023. All proposals become the property of the MVHS, Oneida County, and Mohawk Valley EDGE upon submission and will not be returned.

## PROJECT SCHEDULE

Activity	Date
RFP Issued	July 20, 2023
RFP Due	August 31, 2023
Interviews	September 5 - 8, 2023
Consultant Selection & Award	September 13, 2023
Substantial Completion	February 2024

## SELECTION CRITERIA

Proposals will be evaluated on proposed cost, completion schedule, prior experience, and team capacity.

## INQUIRIES

Inquiries regarding this RFP should be directed to **Shawna Papale by email at [spapale@mvedge.org](mailto:spapale@mvedge.org)** or by telephone at 315-338-0393. Materials related to this RFP, such as maps and reports can be found at <https://www.mvedge.org/2023/06/16/st-lukes-campus-reuse/>.

**FEE PROPOSAL WORKSHEET** (to be included in RFP submission)

	<b>Task</b>	<b>Fee</b>
1	<b>Progress Meetings</b>	
2.	<b>Pre-Demolition Utility Survey &amp; Mapping</b>	
3.	<b>Phase I Environmental Site Assessments</b>	
4	<b>Regulated Building Materials Survey</b>	
5.	<b>Pre-Demolition Engineering Study</b>	
6.	<b>Pre-Renovation Architectural/Engineering Study</b>	
7.	<b>Assessment of Cogeneration Facility &amp; Reuse Strategy</b>	

**TOTAL \$** \_\_\_\_\_