



Town of Orangetown
26 W Orangeburg Road
Orangeburg, NY 10962

ARCHITECTURAL AND ENGINEERING SERVICES
FOR
PROPOSED TOWN HALL EXPANSION

RESPONSE TO REQUEST FOR INFORMATION

Number 1

April 17, 2019

- 1) What is the WBE/MBE percentage requirements for the Town Hall project?

There is no WBE/MBE percentage requirement.

- 2) Will be any union labor participation requirements for the project?

The NYS prevailing wage requirements will apply under WICKS Law for the Construction Contract phase.

- 3) I just wanted to clarify the consultants under our 'umbrella'?

All required consultants, except as specifically stated in number 4 and 34.

- 4) Typically testing consultants are hired directly by the owner. This includes special testing, boring tests and reports. It seems as though they will be hired and paid for by the owner directly and our consultants are required to read analyze and comment on their notes.

Geotechnical investigation and reports, borings and special inspections will be the responsibility of the Town. The successful firm is required to coordinate all sub-consultants, review and coordination of the reports and make recommendations regarding the results of such reports.

- 5) RFP Note 2.1.1: Perform all investigative work necessary for the architect to familiarize itself with the existing site conditions and applicable code requirements and provide code analysis to the Town. Please clarify?

The successful firm must familiarize itself with the existing conditions of the site, structures and any/all reports of the Town's own sub consultants and coordinate such information.

6) Is there any known asbestos or lead in the project?

No testing has been performed to date. Testing will be performed by a sub-consultant retained by the town.

7) Are there any vendors or consultants that Orangetown will be using on this project that will be coordinating with our consultants (IT, security, etc)?

Yes, the town will retain IT and security consultants.

8) Which is Orangetown's preference: all new utilities to be connected to existing services in the street or will on-site retention be required?

The new expanded section of town hall and the atrium to have all new connections. The existing building will remain on the existing connections.

9) I have gone thru the RFP and can't seem to find other than the 35,000 sf footprint the approx. square footages for the new 3 story addition, the approx. sq. footages for the existing renovated areas, and the approx.. sq. footages for the existing area's to remain as is. Can you please help me?

See Appendix H.

10) Are Geotechnical, Survey and Hazmat services required for this project, or was this previously completed during the study completed by The Musial Group?

See answer to RFI question number 4.

11) Is there an established budget for this project?

Yes, See Appendix I

12) During the pre-proposal site visit, it was mentioned that the Town would make existing drawings available. Will they be made available/included in an upcoming addendum?

Existing drawings of the main section of the Town Hall that was constructed in 1992 do exist and will be made available to the successful bidder.

13) Are fixtures, furnishing and equipment included in the project scope?

All millwork for restrooms and kitchenette(s) and services windows must be included. Non-fixed office furniture, seating and conference tables are not included in the scope of work.

14) Will the Town need an ALTA survey or will a typical boundary and topographic survey suffice?

Yes an ALTA survey is to be provided showing but not limited to, all existing site improvements, existing property boundaries, all existing utility locations and easements, if any. A deed will be provided by the Town.

15) Will Ground Penetrating Radar (GPR) and existing utility designation be needed as part of our proposal?

Existing utility locations must be provided as part of the survey.

16) Will the survey require existing tree locations as is typically required in the Town of Orangetown?

Yes, existing trees must be shown.

17) The demolition and phasing of the project needs to be clarified. The RFP says the demolition will be part of a separate contract but in order to meet the phasing needs of the Town, it would appear the addition would have to be constructed so the offices could be relocated before the existing portion of the building could be demolished. Please advise.

The demolition of the existing original portion of town hall is not considered part of this RFP. The demolition of said structure will happen under a separate RFP after the expansion is completed and all employees are relocated to the expansion.

18) Do sub consultants need to submit all forms or just prime?

Prime is required to submit all forms as part of the RFP submission. Once the successful firm is selected, all sub-consultants must submit all forms.

19) Will the geotechnical borings be done by the Town beforehand and will an engineering report accompany the boring results?

See question number 4 above.

20) What permits will the Town be responsible for as far as SEQRA, SPEDES, PIP, County Health, County Highway, Sewer? And what level of document preparation/assistance is expected of the design team?

The Town will conduct and coordinate the SEQRA process. All other permits are the responsibility of the design team.

21) Has an access (traffic) study been performed?

No traffic studies have been performed.

22) Does the Town anticipate utilizing the existing access/circulation of the facility?

Yes the Town anticipates using the existing site ingress/egress.

23) The plans included in the RFP were solely building plans so a Conceptual Site Plan has apparently not been developed. This raises a question about existing and proposed parking. It appears the proposed expansion would require the removal of a lot of existing parking so where will this be provided in the proposed site plan? This ties into the need for an access study. Furthermore, it is our understanding that the Town offices from 20 Greenbush are being relocated to the new Town hall so what is the proposed number of employees/visitors and where will they all park at the new Town hall?

Existing town hall site plan from 1992 is attached. A current conceptual site plan is not available.

24) What are the dimensions for the entry plaza? They are not shown on the plans included with the RFP and this could have an impact on parking/circulation as well.

Plaza design is a concept only and final size and design is part of the RFP scope of work.

25) Will there be new utilities serving the expansion or will they connect to the existing?

See number 8.

26) If they are connecting to the existing, are these connections internal or external?

No connection to existing building utilities, see number 8.

27) Are the existing utilities sized properly or will they need to be upgraded?

Unknown at this time and must be determined and is considered part of the scope of work.

28) Do you want need/want a Revit model of the existing building? We could scan and model the complete exterior and maybe limit to areas to where the expansion is happening or the entire building. If so, a follow-up call should take place to nail down exact scope and other questions.

Not at this time, however may be requested in the future as an additional service.

29) Please confirm the scope of both the lower and main levels of the existing building. Will both levels will be completely renovated with a new program and that the façade will be reskinned to match the new addition.

A) The front entry doors and façade will be removed.

B) The existing mechanical areaway will need to be extended up through the roof.

- C) The existing town clerk's office will become the justice department as shown on the proposed concept plan. The courtroom and jury room and police station will remain.
- D) New staircase from the new main entry up to the new proposed hall along the justice court offices.
- E) Finish of the exterior wall of the existing town hall has not been determined.

30) Are there any specialty design requirements for the courtyard, and will they be required to meet any state or township requirements?

Not at this present time.

31) Will an emergency generator be required for the police station or courthouse?

No.

32) Are there any spaces that will be utilized for emergency operations center?

No.

33) Please confirm that we will be providing new electrical, water, sanitary, storm and gas utility services to support the existing building and new addition. Also please confirm that only one set of services will be required, which will be routed thru both the existing and new building.

See number 8.

34) Are we required to provide AV, IT and security consulting?

The AV, IT and Security consultants will be hired by the Town and coordination by the Architectural Team.

35) Does the town require any specialty HVAC systems for the document storage rooms, evidence storage and vault storage?

Yes, Climate controlled for the records storage in the new addition.

36) Please confirm if LEED certifications are required. If yes what certifications level will be required?

Per 2.5 of the RFP, Provide LEED certification as an option.

37) In building A- outdoor garden second floor, will we be responsible for specifying the hardscape, lighting and garden furniture?

The design team is responsible for specifying the hardscape and lighting. The town will select the furniture.

38) Should we include site irrigation for both the outdoor garden and the site 25' from the building?

Yes.

39) In regard to area square footages, please confirm the following square footages:

Square footage breakdowns were determined during the feasibility study and may be subject to change. See section 2.1 of the RFP.

40) Other than interfacing the atrium to the existing building B, will there be any additional renovations within the existing building.

See number 29.

41) The plan calls for a roof garden. Will the proposed plans require a site and building landscape program done by the design team?

Yes.

42) What if any additional studies/reports will be needed? (Env Phase 1, Asbestos, Geotech, Traffic?)

See number 4, special inspections will be completed by the town's own sub-consultants.

43) In the RFP you ask about knowledge in auto cad and Revit. Should we enclose an add alternate if Revit is required in the preparations of the construction documents?

Yes.

44) Will the town have a clerk of the work assigned to this project during construction?

To be determined.

45) Is natural gas available to the building and the preferred fuel source for heating?

Yes.

46) Will the Consulting firm coordinate any required natural gas upgrade with the utility company?

Yes.

47) Can we assume that the new building will essentially be a stand –alone building in terms of MEP/FP systems and all new equipment will be designed with NO extension of existing HVAC systems, power etc.

Yes.