

Town of Orangetown

Town Hall RFP Pre-Bid Meeting

Meeting Minutes

Date: 2:30 PM, Thursday, March 7th, 2019

Location: Town Hall Court Room 1

Attendees: Chris Day, Supervisor
Jane Slavin, Director Office of Building, Zoning, Planning, Administration and Enforcement
Eamon Reilly, Commissioner DEME
Rob Magrino, Town Attorney
Potential Bidders (See Attached Sign-in-Sheet)

Discussion Topics:

- 1) Opening Statement/Welcoming – C. Day
- 2) Overview/Presentation – J. Slavin
- 3) Subject Line in all RFI email's to the Town should have the following "**TOWN HALL RFP-RFI**" and be sent to jslavin@orangetown.com.
- 4) Potential Bidders were reminded of the RFP Acknowledgment Form in the Specifications that must be submitted to the town clerk.
- 5) The RFP is a "Full Scope of Service Proposal"
- 6) Potential Bidders were advised that the Town is expecting a "Turn Key" approach to the proposal.
- 7) Geo-Technical Service are not part of the scope.
- 8) Furniture is not part of the scope.
- 9) Sub-Consultants must fill out and submit all forms that are required.
- 10) No MBE/WBE requirements.
- 11) SEQRA is part of the scope.
- 12) Potential bidders will not need to go through land use board/Planning Board.
- 13) Currently the construction is to follow WICKS-Law. This may change.