

Answers to Questions on the RFP

Introduction:

Some questions were asked by more than one responder. Where duplicates were received, the question is restated and the original questions are bundled by topic. Where bundled, the original questions are shown in bulleted format.

1) Where is the site for the new building and may we visit it?

If a new building is proposed, is there a site that has already been established? and if so where?

Item III in the RFP says the Town has selected 2 possible locations for the new construction option, is it now narrowed to the one you mention below?

Question: will you identify the sites for potential new construction options to bidders? And will be able to view them?

In the RFP there is reference to a number of documents that the Town has that will be made available to respondents. It does not indicate, however, how we go about obtaining or reviewing these documents.

it is assumed that the Town already owns a piece of land on which a new Town Hall building is to be designed? If so, will there be an opportunity to visit this site as well?

There are two possible locations for the new building. One is an 11-acre property where the Town Highway Garage is located (tax map # 27.-5-5) at the corner of Wilson Hill Rd. and River Rd. on the west side of the Hoosic River. The gates are open and visitors are welcome M-F 7:30 a.m. – 3:30 p.m. and Saturday 9 a.m.-noon. The second is just to the north, on land where the CEO Family Resource Center at Hoosick Falls is located on a parcel of 3.5 acres (tax map #27.18-2-1).

2) What are the funding sources for the feasibility study and for renovation/construction? Have budgets for each been set?

Has there been previous funding approved for the first phase? in the form of grants?

Has the Town begun to investigate sources of funding? – either in grants or by bonding the project?

We were hoping you could share a budget range with us and let us know the type of funding you are utilizing. This will help us with our proposition.

Has a budget been established for the construction project?

Has a budget been identified for the Scope of Services outlined in this RFP?

We would like to know if the Town has a budget range or goal in terms of the total construction dollar amounts for both the proposed Renovation of the Armory and also for the proposed new Town Hall option.

The Town expects to fund the design and engineering study and the renovation/construction through bonds.

3) Does the Town have an established relationship with an engineer or architect? Will this affect the decision on the award of this contract?

The Town does not have an established relationship with an engineer or architect.

4) What is the procedure for obtaining the Supplemental Information referred to in Section X of the RFP? Can any of it be sent electronically?

It's mentioned in the RFP in the last section "X. Supplemental Information" that blueprints and other information collected by the Town will be available. Will this material be available online or before the bidder's conference on February 7, or not until the job is awarded?

What was the subject/purpose of the Cottrell Associates study?

Were there only two potential options studied or were two other options studied disregarded? If so, can the other disregarded options and the reasons for such be shared with the design consultant?

is there a site survey available for this assumed site and also for the Armory building site?

The Cottrell feasibility study describes the original four options considered. That study can be downloaded from the New York Contract Reporter website (<http://www.nyscr.org/Public/Index.aspx>). The RFP is listed under Open Solicitations and under Architectural, Engineering and Land Surveying. Selected floor plan and roof reconstruction drawings can be downloaded from the following:

<https://docs.google.com/open?id=0B-3k4SGvFaRAZTAzZGQyN2UtYzU0ZS00OTA1LWI3ZjgtNTIzNzY5MGI5ZDAx>

<https://docs.google.com/open?id=0B-3k4SGvFaRANzY1MzQwNmQtY2JiMy00ZjNmLTllNjgtODliMGVkJkxODQ>

<https://docs.google.com/open?id=0B-3k4SGvFaRAMDdmY2I1MDUtMjFhMC00Mzk0LWI5NDctNTlhNzc5MmNlZWRh>

5) Can the Town provide space requirements for the proposed uses including the offices, court, recreation center and community space?

Does the Study by Cottrell Associates have the space requirements for the proposed uses including the offices, court, recreation center and community space? In not, is this information available in order to access the approximate size of the proposed new facility? I understand that programming is part of the design process, but wondered if any preliminary work had been done in this regard.

The RFP identifies “needed internal and external improvements to achieve the vision, goals and objectives, including parking needs and a space needs program for current and future space requirements” as a product of the design and engineering study for both the Armory and a new building

6) Are bidders allowed to attend Jan 30 Special Town Board meeting? Or will the same information be covered at the 2/7 meeting?

The January 30th meeting is a public meeting. However, this answer will not be posted until January 31st.

7) Is it possible to arrange an earlier walkthrough?

Is it permissible to arrive early for the February 7th walk through and meeting so that the existing Armory building can be observed while there is still daylight available?

Visitors are welcome to tour the Armory on their own during regular Town office hours: M-F, 8 a.m.-3:30 p.m.

8) Has there been a hazardous materials study of the Armory building?

If so, it is assumed the design team will have access to that study. If not, the scope for such a study and the related fees would need to be developed outside of, and in addition to, the design scope of the RFP

No hazardous materials study has been done. Any such study should be added to the design scope.

9) Can the minutes of the December 12, 2011 public hearing be provided?

The minutes can be reviewed at the Town Hall, 80 Church St., Hoosick Falls, NY 12190. Please call the Town Clerk, Sue Stradinger at 518-686-4571 to arrange a time.

10) It appears that the design consultant is being asked to provide construction management services. Please clarify the Town's intent.

In our experience it seems premature to include construction management services at such an early stage of a potential project's development. BRMA has worked successfully with a variety of CM firms and can include one such firm as a part of our team, we are just not clear as to what their role would be in this initial "conceptual design" phase.

The Scope of Services introductory paragraph identifies qualifications of respondents some of which are services offered by general contractors (construction and construction management). Is it the intention of the Town to hire the services of a design/build firm or team? Or is it geared more toward the standard scope of architectural and engineering services including design and administration?

The Town would prefer that the design team oversee construction.

11) Please clarify the Town's intent with regard to the providing of web-based outreach.

Part V, under Item #1, there is a reference to the design consultant providing services for web site design, etc. Since this is a difficult item to quantify or qualify in terms of the Town's expectations, the level of detail required, etc., it would appear that this may best be handled separately by the Town. In our experience, web sites developed to garner support for a project have often been created by a local talent, usually pro bono. BRMA frequently provides graphics, text or other project specific items to such a web site designer for their inclusion, which is a simple and cost free exercise. If the design consultant is expected to design a web site, we would have to propose this as an allowance figure in our proposal. Please clarify the Town's intent.

The Town is especially interested in making use of social media to communicate with the larger public throughout this process and to provide them with additional opportunities to view the progress of the

project. The Town Board is clarifying the RFP to indicate that web-based outreach is not intended for soliciting comments.

12) Part V, Item #7 references the development of list of “recommended contractors”. However, it is assumed that any future construction project that results from this phase of work would have to be openly bid in accordance with the General Municipal Law (Wick’s Law) bidding requirements. Please clarify the Town’s understanding of this issue.

The Town will put construction out to bid as required by law.

13) Developing proposals to include design specifications as required would be difficult at this time.

Part VI, Item #4 references including project schedule, budget, fees, etc. for scope Item #7 in Part V, “Designs and Specifications”. The scope of complete drawings and specifications (construction documents) for the ultimate bidding of a construction project cannot be determined until this initial phase is completed and a design, a site, funding mechanism, etc. are selected by the Town. As such, the fees for that scope are also undeterminable at this time.

Is it required that the bidders furnish a fee for the Construction Documents (question #7) as it is still early in the process and the direction of the project is not known?

The Town will not require a projected cost for construction documents until an option has been chosen by the Town.

14) Please clarify Part V, Scope of Services. Are there six or seven tasks?

Part V, Scope of Services, the outline omits item #3 (jumps from #2 to #4). This is assumed to be a simple typographical error. Please clarify if an item was left out or, in fact, there are 6 items total and not 7?

Is there an item #3 under Scope of Services that was omitted?

Part V contains a typographical error. There are six items total, not seven. They are: developing a vision for use; communication with state agencies; creating options for needed improvements; design of a new building; recommendations on funding sources; and designs and specifications.

15) Will the Town be handling competitive bidding independently?

The Town expects the design team to handle the preparation and review of all bids.

16) The following was more of recommendation than a question:

For budgeting purposes we would suggest that the Scope of Services be considered being broken into phases:

Phase 1: Programming and Conceptual/Preliminary Schematic Designs

This would be the current phase and we would submit a proposal with the costs to complete this service as the response to this RFP.

Phase 2: Design Development and Construction Documents, Construction Administration

This would be a future phase based on the direction identified in phase 1 and priced according to the exact project envisioned.

We suggest this because designing a renovation project is very different than new construction, thus the corresponding fees vary. Bringing two options to a schematic design level may not be

advantageous given the timeframe of the project. A Programming and Conceptual Design phase will examine both options sufficiently for the Town to choose a course of action and then design documents could be developed with one focus (renovation or new construction) and the design fee would be more easily identifiable.

The intent of the RFP was to have Items 1, 2, 4, 5 and 6 in Section V (note the incorrect numbering there) completed to provide sufficient information to choose an option. Item 7 then would be completed for that option. The two phases suggested above would meet that intent.