

Town of Hoosick Request for Proposals for Design and Engineering Services

The Town of Hoosick is requesting proposals from design firms that can provide a full range of architectural, design, community outreach, engineering, cost estimation, and construction contract administration services. The design team will develop recommendations for restoration and reuse of the Hoosick Falls Armory for a town hall and other possible uses as well as an alternative of constructing a new town hall on land owned by the Town of Hoosick.

Bidders may consist of architectural and engineering firms or teams and should include staff with expertise in design, restoration and construction of facilities located within historic structures. Bidders should have expertise in developing a vision and goals, working with individuals and community groups, evaluating energy use and efficiency, energy efficiency standards, permitting, site planning, construction management and identifying funding sources.

Due Date: February 23, 2012

Contact: Mark Surdam
Town of Hoosick
msurdam@barkleyrealestate.com

Please submit questions via email by January 27, 2012. Answers will be posted on the Town website at www.townofhoosick.org/ by January 31, 2012. A bidder's conference will be scheduled for February 7, 2012 at 6:00 M at the Hoosick Armory (address below).

Submit to: Sue Stradinger
Town Clerk
Town of Hoosick
80 Church St.
Hoosick Falls, NY 12090

**Town of Hoosick
PO Box 17
Hoosick Falls, NY 12090**

Request for Proposals (RFP)

**Architectural and Engineering Services for Design and
Construction Management for the Town of Hoosick Town Offices**



January 20, 2012	RFP issued
January 27, 2012	Written questions from bidders received by Mark Surdam at msurdam@barkleyrealestate.com
January 30, 2012	Special Town Board meeting at 6 p.m. to discuss questions received from Bidder's and prepare answers
January 31, 2012	Answers posted on Town web site www.townofhoosick.org/ by 12:00 PM
February 7, 2012	Special Town Board meeting at 6 p.m. with the Bidders to provide answers to questions and discuss the RFP
February 23, 2012	Proposals due to Hoosick Town Hall 6 hard copies and 1 CD sent to Town Clerk Sue Stradinger
February 29, 2012	Special Town Board meeting at 6 p.m. to select bidders to interview
March 3, 2012	Special Town Board meeting to interview Bidders from 1:00 PM to 5:00 PM
March 12, 2012	Winning bidder selected at regular Town Board meeting
June 4, 2012	Proposed completion date for Items 1-6 under Section V and results presented to Town Board

I. History

The Hoosick Falls Armory is located within the Village of Hoosick Falls in Rensselaer County, New York. The armory was designed by architect Isaac Perry and built in 1889. The Armory was listed on the National Register of Historic Places in 1995. Though the structure has been greatly altered over the years, many original features remain.

II. The Current Situation

The Town of Hoosick Falls has rented space in the armory for its town offices since approximately 1995. During that time, the National Guard was responsible for building upkeep, heating, water, sewer, and electricity for the whole structure. The costs of water, electricity, fuel oil, and sewer totaled about \$34,000 in 2010. Learning of the upcoming departure of the National Guard, the Town commissioned a feasibility study of four potential options for the Town office, with retaining the Armory as one of the options and constructing a new building as the other. The National Guard left the Armory effective October 1, 2011. However, the Town continues to occupy the building.

On December 12, 2011 the Town Board held a public hearing to gather public comment on the options. At the request of a majority of the more than fifty people present at the hearing, the Town Board appointed a Committee to pursue the successful preservation of the armory as the Town offices. That Committee is now at work. The Town Board has considered a number of options for the location of the Town Offices and, most recently, narrowed the possible options to either attempting to obtain the Armory and renovate that building as necessary to continue as the Town Hall or constructing a new building at another location.

As of January 14, 2012, the NYS Division of Military and Naval Affairs (DMNA) controls the building. In November 2011, the DMNA sent a proposed Memorandum of Agreement to the Town which would allow the Town to continue to utilize the Armory. Those negotiations proceeded slowly. At this time, no agreement has been reached that is satisfactory to both parties in part because the Memorandum of Agreement requires the Town to be responsible for all repairs.

Meanwhile, the Committee is exploring securing control over the building, including one or more of the following:

1. Facilitating transfer of control from DMNA to NYS Office of Governmental Services. Once OGS controls the building, there will be several options for the Town to explore which are set forth below.
2. Securing an agreement from our state representatives to submit special legislation allowing NYS to sell the Armory to the Town for one dollar.

3. Making use of PLL Article 3 Section 34 to purchase the building for one dollar for certain public purposes.

Both NYSOGS and the town's state representatives have been contacted by Committee members. The Committee is contacting other communities to determine how they secured their Armories and how renovations were funded, as clearly funding will be needed for any needed renovations.

The Committee is discussing goals for the use of the Armory. In addition to the Town of Hoosick offices and Town court, the Armory has been used for community events, and the drill hall is used by walkers for exercise. Other community groups have expressed interest in using the Armory for programs and events.

III. Focus on Two Options

On January 9, 2012, the Town Board voted to focus on two options for the Town Hall: 1) retention of the Armory and 2) construction of a new Town Hall building. For the Armory, three possible designs are further described under V. Scope of Services. This RFP is for architectural, design and engineering services for those two options. The Town owns property and has selected two possible locations for a new Town Hall.

IV. Possible Legislation Required

The Town may need legislation to acquire the Armory, if it so chooses. The current legislative session ends in June. This has significantly constrained the time frame for this project. Therefore the time frame for requesting proposals and completing work is very constrained.

V. Scope of Services

The Town of Hoosick is requesting proposals from design firms that can provide a full range of architectural, design, community outreach, engineering, cost estimation, and construction contract administration services. Bidders may consist of architectural and engineering firms or teams and should include staff with expertise in design, restoration and construction of facilities located within historic structures. Bidders should have expertise in developing a vision and goals, working with individuals and community groups, evaluating energy use and efficiency, energy efficiency standards, permitting, site planning, construction management and identifying funding sources.

Proposals should address how the following will be completed:

1. Developing a Vision for Use. The design team should be prepared to facilitate one or more visioning sessions with the Town Board, Town staff, the local

Committee and members of the public to establish goals and objectives for use of the Armory and, alternatively, for a new Town Hall building. To further facilitate input from the public, the design team should be prepared to create a web site, blog, social media or other means for members of the community to provide comments on the project through the design phase.

2. Communication with State Agencies. The design team should be prepared to communicate directly with the New York State Office of Parks, Recreation and Historic Preservation, the Department of Military and Naval Affairs, the Office of General Services, the National Park Service and other agencies or nonprofit organizations to gather information on the Armory, possible uses, funding sources, regulatory or other restrictions or other issues.

4. Creating Options for Needed Improvements. The design team should evaluate the Armory building and the site and identify:
 - a. 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.
 - b. Alternatives for increasing energy efficiency.
 - c. Alternative means of heat and utilities including, but not limited to oil, wood, solar and geothermal sources. This should include options to reuse, upgrade or replace HVAC, electric, fire protection and plumbing systems.
 - d. Alternative recommendations on internal lighting, power, and computer and communications infrastructure.
 - e. Alternatives for the redesign of the internal arrangement of offices to provide a work environment that is safe and satisfactory to employees and visitors to meet the goals of the Town of Hoosick in serving community residents, businesses and visitors.
 - f. Alternatives for redesign of internal spaces to provide for an attractive setting for community meetings, functions and events (e.g., improvements to acoustics in the drill room, paint color, lighting, etc.).
 - g. Preliminary schematic drawings and probable cost estimates for the following options:
 - 1) Minimal improvements to provide for Town services while minimizing construction and maintenance costs.
 - 2) Minimal improvements to provide Town services plus those to make the drill hall more functional for events while minimizing construction and maintenance costs.
 - 3) Improvements to achieve the vision, goals and objectives for a multi-use center developed in #1 above.

All recommendations on improvements should meet any federal, state and local regulatory or other requirements and should consider minimizing maintenance costs.

5. Design of a New Building. For a new building, the design team should identify:
 - a. Alternative designs to provide a work environment that is safe and satisfactory to employees and visitors to meet the goals of the Town of Hoosick in serving community residents, businesses and visitors, including a space needs program for current and future space requirements.
 - b. Alternative designs to provide for an attractive setting for community meetings, functions and events.
 - c. Alternative recommendations for heat, utilities and conservation measures to minimize energy costs and use.
 - d. Site design recommendations that minimize construction costs, minimize site disturbance, comply with applicable state stormwater and other regulations, provide adequate and safe parking and vehicular ingress and egress, provide handicapped access, and provide adequate and appropriate lighting and signage.
 - e. Preliminary schematic drawings and probable cost estimates for a new building.

All recommendations on improvements should meet any federal, state and local regulatory or other requirements and should consider minimizing maintenance costs.

6. Recommendations on Funding Sources. The design team should identify potential sources of funding, due dates for applications and application requirements from federal and state sources as well as foundations that are likely to fund the needed improvements.

7. Designs and Specifications. Once the community chooses specific alternatives, the design team will develop design drawings and specifications for these improvements, recommend contractors, and complete any required permits for implementation. The specifications should include time frames and costs and should be suitable for competitive bidding.

On completion of the project, the Town of Hoosick may contract with the design team to provide oversight on implementation of the plan, including construction.

VI. Submissions

Six (6) hard copies and 1 CD containing the Bidder's submission should be provided. Submissions should be no more than 25 pages long, minimizing the file size so they can be transmitted via email, and including the following:

1. A description of methods and time frame for completing each of the above components of the project.
2. Identification of all firms that will be involved in the project.
3. Staff that will be involved, their roles and qualifications.
4. A detailed work plan for the project with a schedule, budget, and milestones. The proposed budget and time frame should have line items, staff time and other costs for each of the seven topic areas in Section V above.
5. Fee schedule for staff and itemized overhead costs.
6. Brief descriptions and client contacts of similar projects completed in the last five years. Proposals may contain links to web sites that provide further information on those projects.
7. A minimum of five references, three of which should be for projects involving design and construction work on an historic structure. References should include name, address, phone number and brief project scope and budget.

VII. Selection Criteria

The firm or design team will be selected based on:

1. The understanding of the context and needs of the Town of Hoosick and the challenges of utilizing the Armory or building a new Town Hall.
2. Prior experience in working with a small, economically challenged town.
3. Level of expertise in combining architectural and engineering strategies to solving problems of adaptive use of an historic building and of evaluating and designing appropriate heating, cooling, electric, and communications systems and energy efficiency.
4. Experience with emphasis on recent projects of a similar nature including design, reuse and restoration of historic structures.
5. The quality of previous work, particularly in major historic preservation adaptive use.
6. The proposed design approach with emphasis on design philosophy and innovative solutions.
7. Capabilities in site design.
8. Knowledge of potential funding sources.
9. The professional backgrounds and experience of staff who will be assigned to the project.

10. A demonstrated ability to work collaboratively with clients, community members and stakeholders.
11. The ability to complete work on schedule and within budget limitations.
12. Proposed costs and fees.

VIII. Schedule

The schedule for the first phases of the project is in the table below. Dates indicated in bold italics will require Town Board meetings.

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June 14, 2012	Proposed completion date for Items 1-6 under Section V and results presented to Town Board

Bidders are encouraged to attend the conference on February 7, 2012 at 6 p.m. to tour the Armory and to ask questions for clarification of the project. All proposals are due by February 23, 2012 at 5:00 PM in the form specified in Section V above to Town Clerk Sue Stradinger at 80 Church Street, PO Box 17, Hoosick Falls, New York. Following a review of proposals, the Town Board will select some number of design teams for an interview on March 3, 2012 as part of the selection decision. It is anticipated that the contract would be awarded at the Regular Town Board meeting on March 12, 2012. Items 1-6 under Section V should be completed and presented to the Town Board on June 14, 2012.

IX. Other Conditions

1. The Town of Hoosick may accept or reject any proposal and may cancel the project at any time.
2. Following the review of proposals, the Town may amend and reissue the RFP.
3. All information submitted as part of this RFP shall become the property of the Town of Hoosick and may be reviewed by members of the public on request.
4. All proposals shall remain valid for ninety (90) days from the closing date for receipt of proposals.

5. The Town of Hoosick is not responsible for any costs incurred by the design team, such as preparation of the proposal, costs of meetings, travel or other costs incurred prior to any contract being finalized.
6. The Town of Hoosick may request additional information as part of the proposal review.
7. The Town of Hoosick will make the information it has on hand on the past and current use of the structure available for design teams submitting a proposal and will identify contacts with state agencies for additional information.
8. Proposals should be the original work of respondents, and there should be no actions by any respondents that would restrict or eliminate free competition.
9. Respondents may not communicate with members of the Town of Hoosick Town Board or any town boards or appointed committees except through questions in writing submitted no later than January 30, 2012 and via the bidder's conference on February 7, 2012.

X. Supplemental Information

The Town of Hoosick will make the following available:

1. Study by Cottrell Associates.
2. Blueprints provided by the Department of Military Affairs and the Office of General Services.
3. Other information collected by the Town such as costs of utilities, agency contacts and other relevant information.