

TOWN OF PINE PLAINS
Request for Proposal
New Town Hall Facility
Programming Summary

May 2023

Background:

The Town of Pine Plains Town Hall currently consists of approximately 5,700 square feet of office space that houses all Town related administrative, police, and court activities, located at 3284 Route 199, Pine Plains, NY.

The Town has interest in undertaking the construction of a new Town Hall facility that will be developed on a pair of contiguous, Town owned parcels located at 8 and 12 North Main, Pine Plains, NY. The total combined area of the two parcels is approximately 1.05 acres, and the new Town Hall Facility will consist of, but not be limited to, the administrative offices of the Town, the Town Police Department, and Town Court.

The Town wishes to contract with an Architectural/Engineering Consultant to perform the programming services, design, construction administration services and construction inspection services for a new Town Hall Facility.

In short, the new Town Hall facility shall consist of a single story building that shall be located on the vacant parcels located on 8 and 12 North Main Steet (Tax Parcels #6872-18-412223 and 6872-18-412231, Pine Plains NY. The new building shall be approximately +/- 6,000 sf. with an additional full basement area and brief description is as follows:

1. Construct a new single story, wood frame consisting of approximately 6,000 square feet, and a full basement area.
2. The first floor shall contain the lobby, combination meeting/court room, men's and women's handicapped bathrooms, breakroom with kitchenette, small conference room (8 people), administrative offices, police department, and Town court operations.
3. Administrative offices include but may not be limited to separate offices for the Town Supervisors, Supervisors secretary, Town Clerk/Deputy Clerk (2 spaces), Bookkeeper/Tax collector (2 spaces), Building Inspector, Planning/zoning departments (2 spaces), and Town Assessors (4 spaces), 1 spare office, IT/server room.
4. The Police department shall include a separate entrance to the building exterior. The police department contains but is not limited to; a common area (2 cubacles, and booking area), State Police office, interrogation/holding room, and secure evidence storage area.
5. The Court operations shall include separate offices for two (2) judges as well as an additional office for a Court Clerk/Deputy clerk.
6. The combination main meeting/court room will be utilized for public meetings by various Town boards (Town Board, Planning, ZBA) as well as the Town Court. The room shall be sized to accommodate room for movable chairs to accommodate

- approximately 25 members of the public, with a raised dais and continuous bench large enough for 9 people (board members/secretary/attorney) to sit comfortably.
7. The breakroom shall consist of a small kitchenette that includes a sink, counterspace, microwave, and refrigerator.
 8. The building shall be provided with a full basement (square footage not included in total square footage provided above). The basement level will be utilized for mechanical systems and storage and accessed by internal stairway. Separate conditioned (dehumidification) secure storage spaces shall be provided for the Town Clerk, Court Clerk, and a general office files.
 9. Electric key fob secure entry system and video security, Wifi throughout the entire building. The main meeting room shall be wired for audio/visual presentations and speaker system for public presentations.
 10. The building shall be designed with an L.P Gas fueled back-up electric generator and transfer switch capable of powering the entire facility.
 11. The site development shall include driveway access, parking, site lighting, on-site septic system, and new central water service connection.
 12. The existing watermain along North Main Street in the area of the project is only 4" diameter cast iron, and therefore the availability of adequate fire flow to serve a sprinkler system is limited. As part of this project, the consultant shall be responsible for designing, obtaining permits and overseeing the construction of a new 8" ductile that shall extend approximately 300 linear feet from an existing 12" watermain located within Route 199 along the west side North Main street.

Scope of Services:

The Town is requesting proposals from qualified firms for the following scope of services.

I. Building Programming Services:

This task shall consist of the development of an approved schematic design, including the mechanical, plumbing, electrical and other systems required for the facility, as well as recommendations for the bidding packages, order of construction and timing. During this task, all design criteria and solutions shall be established and developed within the program requirements and budget as established by the Town. At this time the construction budget that is targeted for this project is \$3,750,000.

The consultant will work with the Town through three workshop sessions. At the first meeting the consultant will listen to the Town's needs for the facility. The consultant will be expected to offer feed-back relative to building code issues, building mechanics, advantages/disadvantages to available options; concepts for the floor plan layout; strategies to keep the project within budget; permitting issues; and any other matter that would be normal to the planning of a building of this kind.

Most important is that the Building be architecturally compatible with the rural character of the Town of Pine Plains Hamlet area.

The Consultant shall also provide planning services relative to the overall site development for this project. This includes parking, storm water management, lighting, utilities, landscaping plan, alternatives for the building entrance plan, connector drive to adjacent public parking area to the south, and any other matter that may arise during the planning and design of a project of this nature. The Consultant will also be responsible for coordinating the contents of proposed work products as it relates to the A.D.A., the building code and the Town's general needs.

The Town envisions two additional programming sessions with the Consultant, for a total of three planning sessions. The scope of services for the design development phase will be as follows:

1. Attend up to three programming sessions with the Town.
2. Provide minutes of all meetings.
3. Provide a schematic design development letter report with a budget that describes the scope of work and basic rehabilitation program. It shall describe the overall design philosophy and operational characteristics of any new systems.
4. Concept drawings and descriptions for:
 - Location plan;
 - Site plan, shall include location of the existing and proposed buildings in relation to its immediate area, all existing and/or proposed utilities, grading, lighting, walks, roads, parking, septic, stormwater practices and basic topography;
 - Floor plans (1/4" scale or as agreed upon by Town) – shall include all required space, doors, windows, stairs, square footage, planned occupancies, exits and major items of fixed equipment, and illustrating reasonable compatibility with routings of mechanical and electrical services;
 - Sections (1/4" scale or as agreed upon by Town) – shall include major cuts in two directions for the structures with basic vertical dimensions and material descriptions; Elevations (1/8" scale minimum);
 - Flow diagram to show circulation. Stair, corridor, and exit count figures to show compliance with NYS Building Code;
 - General description of the Project including use, architectural concept, conformance to requirements, zoning, lot coverage, code compliance and security systems; and,
 - Outline specifications for site development, architectural, structural, mechanical, plumbing, electrical, and site utilities.

This phase of the project shall also include the evaluation of a HVAC system options for the new building and an engineer's report to evaluate the use of solar panel energy. Early intervention with NYSERDA will be required so that the Town can take advantage of Program Opportunity Notices for the HVAC system and, to realize any other reimbursement incentives eligible to the Town for items such as but not necessarily limited to lighting, building insulation, energy

efficient mechanical equipment, energy efficient windows, solar electricity and any other reimbursement incentive programs offered by NYSERDA, NYS or the Federal Government.

The successful consultant will be expected during the building programming phase to evaluate the options for heating and cooling the building. This will include but not necessarily be limited to:

- Oil fired boilers with water source heat pumps;
- Air to air heat pumps;
- LP fired boilers with water source heat pumps; and,
- Geothermal utilizing onsite vertical wells.

Criteria considered in the selection of the preferred HVAC systems will include but not necessarily limited to: installed cost, energy consumption, space requirements, freeze prevention, system cooling and heating capacity, centralized maintenance and stability of control.

The consultant will be responsible for preparing contract plans and specifications for the HVAC system which results from the above study and all electrical, mechanical, structural and plumbing components needed and necessary for a complete and workable system.