

**Weekly Town Board Workshop**  
**February 26, 2014 7:30 p.m. Town Hall**

**AGENDA**

1. Resolution appointing Max Garfinkle as a member of the Conservation Board filling the vacancy left by Michael Leonard, whose term expires March 3, 2015
2. Resolution appointing Joseph Giachinta as a member of the Planning Board filling the vacancy left by Michael Leonard, whose term expires March 31, 2017.
3. Resolution accepting the resignation of Kerry Meehan from the Planning Board effective February 28, 2014
4. Resolution appointing David Hardy as a member of the Planning Board filling the vacancy left by Kerry Meehan, whose term expires March 31, 2015.
5. Resolution authorizing Town Clerk Merando to advertise for bidders for Architectural Services for the renovations to the Town Hall and the Dahlia House.
6. Informal session with the Village Board to discuss consolidation of the Building Departments.
7. Adjournment.

3



Town Clerk <townclerk@philipstown.com>

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## Town Planning Board

4 messages

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**KandSMEEHAN@aol.com** <KandSMEEHAN@aol.com>

Tue, Feb 11, 2014 at 1:38 PM

To: townclerk@philipstown.com

Due to continuing health problems I feel I can no longer serve on the Town Planning Board and, therefore, wish to resign at the end of my current term.

It has been a pleasure serving the Town over the years.

Kerry P. Meehan

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**Town Clerk** <townclerk@philipstown.com>

Tue, Feb 11, 2014 at 1:49 PM

To: Kerry Meehan <KandSMEEHAN@aol.com>

Kerry,

Your term expires in 2015. Do you want to state the date. February 28, 2014? Let me know.

Tina

[Quoted text hidden]

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Tina M. Merando  
Town Clerk  
Town of Philipstown  
238 Main St.  
Cold Spring, NY 10516

TEL: 845-265-3329

FAX: 845-265-3958

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**KandSMEEHAN@aol.com** <KandSMEEHAN@aol.com>

Tue, Feb 11, 2014 at 2:13 PM

To: townclerk@philipstown.com

Tina:

Thanks for correcting me. I thought it was this year. Yes, Feb. 28, 2014. I'll rewrite the resignation.

Thanks.

Kerry

In a message dated 2/11/2014 1:49:40 P.M. Eastern Standard Time,  
townclerk@philipstown.com writes:

Due to continuing health problems I feel I can no longer serve on the  
Town Planning Board and, therefore, wish to resign at the end of my  
current term.

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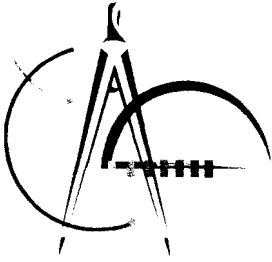
**KandSMEEHAN@aol.com** <KandSMEEHAN@aol.com>  
To: townclerk@philipstown.com

Tue, Feb 11, 2014 at 2:17 PM

Due to continuing health problems I feel I can no longer serve on the Town  
Planning Board, and therefore, wish to resign effective February 28, 2014.

It has been a pleasure serving the Town over the years.

Kerry P. Meehan



**RONALD J. GAINER, P.E., PLLC**  
 31 Baldwin Road, Patterson, NY 12563  
 Mailing Address: PO Box 417, Pawling, NY 12564  
 office 845-878-6507 cell 845-527-1432

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January 29, 2014

Mr. Richard Shea, Supervisor & Town Board  
 Town of Philipstown  
 Town Hall  
 238 Main Street  
 Cold Spring, New York 10516

Re: Renovations to Town Hall and Dahlia House

Dear Hon. Supervisor and Town Board:

As requested, we have developed a preliminary Request for Proposals (RFP) for the extent of Architectural Services required to accomplish the building renovations planned to Town Hall and the Dahlia House. The specific improvements outlined on the enclosure currently include -

**Philipstown Town Hall:**

- provision of an elevator between the first and second floors,
- renovation of the present first floor bathroom facilities to be ADA compliant, and
- provision of a public (Code compliant) stairwell to the second floor

**Dahlia House (adjacent to Town Hall):**

- interior renovation of the entire structure, for use by the Town Code Enforcement Office staff and records, and
- re-siding of the building exterior

This should allow the Town Board to obtain proposals from area consultants, and will enable the Board to determine the best course of action to take to accomplish the desired improvements. In this way, the architect felt best suited to assist the Town can be determined, with assurance that all work performed will comply in all respects to applicable NYS Building Codes and ADA requirements. The preliminary building layout sketches which are attached thereto could be formalized once the final scope of work is established.

Once the scope of work is confirmed, the RFP can be finalized and issued to local architectural firms.

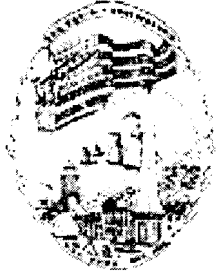
If you have any questions, please contact us at your earliest convenience.

Sincerely,

  
 Ronald J. Gainer, PE

attachments

cc: Tina Merando, Town Clerk (w/attachments)



TINA M. MERANDO  
TOWN CLERK AND TAX COLLECTOR

# TOWN OF PHILIPSTOWN

238 Main St. P O. Box 155 Cold Spring, NY 10516

RICHARD SHEA, SUPERVISOR

(845) 265-3329

NANCY MONTGOMERY, COUNCILWOMAN  
JOHN VAN TASSEL, COUNCILMAN  
DAVID MERANDY, COUNCILMAN  
MICHAEL LEONARD, COUNCILMAN

## REQUEST FOR PROPOSAL (RFP) FOR ARCHITECTURAL SERVICES

RFP Title: Elevator for Town Hall, and Renovations to Dahlia House

RFP Response Due Date and Time:  
11:00 a.m., April 30, 2014

Number of Pages  
(including cover):

Issue Date:  
March 5, 2014

Contact: Tina Merando, Town Clerk: (845) 265-3329  
TownClerk@philipstown.com

Website: Philipstown.com

### INSTRUCTIONS TO FIRMS

**Return Sealed Proposal to:**

Tina Merando, Town Clerk  
Town of Philipstown  
238 Main Street; PO Box 155  
Philipstown, NY 10516

**Mark Face of Envelope/Package with:**

*RFP Response -  
Town Hall & Dahlia House  
Architectural Services*

Special Instructions:

### FIRMS MUST COMPLETE THE FOLLOWING

Firm Name/Address:

(Name/Title) \_\_\_\_\_

(Signature) \_\_\_\_\_

Print name and title and sign in ink. By submitting a response to this RFP, Proposer acknowledges it understands and will comply with the RFP terms and requirements.

Type of Entity (e.g., corporation, LLC, etc.)

Phone Number:

E-mail Address:

FAX Number:

**FIRMS MUST RETURN THIS COVER SHEET WITH RFP RESPONSES**

## REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

The Town of Philipstown Town Board is requesting statement of qualification proposals from firms interested in providing architectural services to the Town of Philipstown. Services needed include renovation design, construction plans, bid specifications and construction management for the Town of Philipstown Town Hall Elevator and Dahlia House Renovation Projects, located at 238 Main Street, Cold Spring, New York.

Renovations planned for each facility comprise the following:

### ***Philipstown Town Hall:***

- provision of an elevator between the first and second floors,
- renovation of the present first floor bathroom facilities to be ADA compliant, and
- provision of a public stairwell to the second floor

### ***Dahlia House (adjacent to Town Hall):***

- interior renovation of the entire structure, for use by the Town Code Enforcement Office staff and records (Please reference attachments to view preliminary building layouts), and
- re-siding of the building exterior

Construction on both projects will ideally begin in 2014.

### **RFP Submittal Terms:**

The Contact for this solicitation is:

Tina Merando, Town of Philipstown Town Clerk  
238 Main Street, Cold Spring, NY (845) 265-3329  
[townclerk@philipstown.com](mailto:townclerk@philipstown.com)

A Pre-Proposal Conference and facility tour will be conducted at **11 am, March 26, 2014 in the Town of Philipstown meeting room** located on the second floor of Town Hall. All firms interested in submitting a proposal are encouraged to attend.

Questions about this RFP must be submitted via e-mail or in writing to the Town Clerk by **April 9, 2014**. No additional project questions will be addressed after this date. A Response addendum listing all questions received and Town of Philipstown's responses will be issued by **April 18, 2014** to all firms.

**Proposals must be submitted to the Town of Philipstown no later than 11:00 am on April 30, 2014. Six (6) copies** of the RFP response proposal must be submitted as well as **one (1) electronic disk copy**.

Please label outside of response package envelope as: ***RFP Response-Town Hall & Dahlia House Architectural Services.***

Proposals are scheduled for opening by the Town Clerk at 11 am, April 30, 2014 at the Town Clerk's Office.

## REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

<b><u>TASKS/MILESTONES</u></b>	<b><u>DATE</u></b>
<b>Pre-Proposal Conference</b>	<b>March 26, 2014</b>
<b>Deadline for Receipt of Written Questions on RFP</b>	<b>April 9, 2014</b>
<b>RFP Proposals Due at Town Clerk's Office</b>	<b>April 30, 2014</b>
<b>Intended Date for Contract Award</b>	<b>June, 2014</b>
<b>Finalized Design/Construction documents due:</b>	<b>September, 2014</b>
<b>Construction Bid Process</b>	<b>October 2014</b>
<b>Remodel Kick-Off</b>	<b>December 2014</b>
<b>Project Completion</b>	<b>Spring 2015</b>

The Town of Philipstown Town Hall was constructed in 1867 and remains as one of the most visibly significant buildings anchoring Main Street. Town of Philipstown has committed valuable time and resources to preserving the building. The Town Board's next priority is to evaluate access improvements necessary to the second floor meeting room. The interior improvements of the adjacent Dahlia House will transform the current space into functional space for the Town Code Enforcement office staff, operations and records.

The basic services to be provided will include architectural and engineering services and construction oversight for the provision of an elevator in the Town Hall and renovations to the Dahlia House.

- Design building improvements to include structural engineering, electrical engineering, civil design and architectural analysis of the Town Hall building;
- Work with Town Board to determine most appropriate final design elements, layout and functionality;
- Prepare construction cost estimates for the work, prepare bid package in conformance with applicable requirements, and supervise the construction bid advertising, tabulation, and award process, including preparing the bid advertisement, conducting the pre-bid conference, bid opening, evaluation of bids, and subsequent recommendation of lowest responsive bidder;
- Conduct a pre-construction conference and issue the notice to proceed;
- Provide construction engineering including regular on-site supervision of construction work, facilitating and recording construction meetings, construction administration and preparing inspection reports;

## REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

- Assure project compliance with all federal and state labor standards as applicable, including reviewing payroll reports to assure compliance with prevailing wage requirements; assuring that required equal opportunity, labor standards, and wage determinations have been posted; and conducting regular on-site interviews with a representative sample of construction personnel (working for any contractors and/or subcontractors) to assure compliance with federal Davis-Bacon and/or state prevailing wage labor standards.
- Provide quality control to ensure the contractor and subcontractors are providing materials, labor and products consistent with what is identified in the design and specifications;
- Provide quality control to ensure compliance with technical specifications and conformance with codes and standards;
- Review and approve all contractor requests for payment and submit approved requests to Town of Philipstown for payment processing;
- Provide one complete set of as-built, reproducible plan drawings to the Town upon project completion; and
- Conduct final inspection and testing.

The Town reserves the right to award the architectural work on each structure to different firms, if it feels that this would serve the best interests of the Town.

### STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA

#### Pre-Proposal Conference

An optional Pre-Proposal Conference will be conducted on March 26, 2014 at 11:00 am in the Town of Philipstown Town Hall meeting room, located on the second floor of Town Hall. Firms are encouraged to use this opportunity to ask clarifying questions, obtain a better understanding of the project, and to notify the Town of any ambiguities, inconsistencies, or errors discovered upon examination of this RFP. All responses to questions during the Pre- Proposal Conference will be oral and in no way binding to the Town. Participation in the Pre- Proposal Conference is optional; however, it is advisable that all interested parties participate.

#### Proposal Submittal:

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFP. Respondents should submit six full copies of their RFP response proposals and one electronic disk copy to the single point of contact for this solicitation by **11:00 am, April 30, 2014**. **No late, faxed, or email proposal submittals will be accepted.**



## REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

Proposals should not exceed a total of 20 one-sided pages, excluding a one-page cover letter and personnel resumes. Minimum font size for all text is 12 point. Questions about the RFP must be submitted via e-mail or in writing to the Town Clerk on or before April 9, 2014. A Response Addendum listing all questions received and Town of Philipstown's responses will be issued by April 18, 2014 to all firms.

Subject to exceptions provided by New York State Law, all information received in response to this RFP, including copyrighted material is public information. Proposals will be made available for public viewing shortly after the proposal due date and time, subject to any constitutional protections.

### **Proposal Content:**

Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP.

Firms are requested to address each facet of the objectives, expectations, and requirements of the RFP. Failure to do so may result in disqualification of the proposal as non-compliant.

While the Town of Philipstown reserves the right to clarify any proposal during the evaluation process, it shall not be bound to do so, and firms shall not assume they will have any further opportunity to clarify their proposal subsequent to the Proposal Due Date.

In order for the Town Board to conduct a thorough evaluation of all proposals received, proposals must be well ordered, detailed and concise. Clarity of language and adequate documentation are essential. You are requested, therefore, to provide detailed, functional information. General sales and promotional literature will not suffice and will not be considered.

Responses should include:

- 1) The firm's legal name, address, telephone number and principal contact e-mail address;
- 2) The principal(s) of the firm and their experience and qualifications;
- 3) Size of the firm and year established;
- 4) Identification of the specific project manager within the firm who will be responsible to manage all aspects of the project, and be the Town of Philipstown's primary point of contact with the selected firm;
- 5) The experience, qualifications and assigned roles of any and all staff to be assigned to the project;
- 6) a description of the firm's prior experience, including design and construction management of any similar renovation projects, location of project, and total construction cost;
- 5) A description of the firms current work activities and how these will be coordinated

## **REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES**

with the project, as well as the firm's anticipated availability during the term of the project;

- 6) The proposed work plan and schedule for activities to be performed; and
- 7) List of proposed sub-consultants.
- 8) a minimum of five (5) references that are knowledgeable regarding the firms recent performance on similar municipal renovation projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact e- mail address, and a complete description of services provided, including dates of service.

These references may be contacted to verify a firm's ability to perform the contract. The Town reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. (Negative references may be grounds for proposal disqualification).

### **Executive Summary**

Proposing firms should provide a brief summary of their understanding of the objectives of this RFP and describe how your firm will address those objectives, should they be selected. A straightforward, complete, and concise description of the firm's qualifications and capabilities to provide design services specific to the project should be included.

### **Timetable/Schedule**

Firms are required to provide as part of their proposal a specific timetable including proposed timelines for completion of specific tasks and progress reporting.

### **Other Information**

Firms should provide any other information that you believe would make the firm's work on behalf of the Town of Philipstown superior to that of other firms, or information about your firm's specialty or particular skill to perform specified services. This should include a listing of any proposed sub-consultants and references for same. Any project information provided in support of such consultants must be provided in addition to references and project information related to the Architectural firm.

### **Insurances**

The successful firm shall carry at all times during the performance of the Work, including any warranty period, at its own cost and expense the following minimum insurance, naming the Town of Philipstown as additional insured.

1. Workers' Compensation – Statutory requirements and Benefits
2. Employers Liability
3. Commercial General Liability
4. Automobile Liability

## REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

### 5. Professional Liability

With the exception of the Worker's Compensative coverage, all other insurances shall be in an amount no less than \$1,000,000.

All policies of insurance shall provide for thirty days written notice to the Town of Philipstown prior to any cancellation, material charges, or amendments restricting coverage of any policy or policies.

### Fees

Firms must provide a total lump sum cost in dollars to perform the work proposed in the proposal that accounts for each task in the proposed methodology as well as additional charges or reimbursements. ***The pricing component of the proposal must be submitted in a separate, sealed envelope clearly marked "Fees".***

Firms should include in the fee proposal:

1. Total fee for the engagement
2. Conditions, provisions related to any changes in the scope of work, and exclusions
3. Hourly and per diem rates for additional work of a similar nature not currently included in this RFP for each of the team members
4. A list of anticipated reimbursable expense, and the rate charged for each
5. Any other fees and charges

NOTE: Although proposed fees will be taken into consideration, the Town of Philipstown reserves the right to negotiate a lower or different fee structure with any firm that is selected.

The Town of Philipstown is exempt from state and local taxes and state and compensating use taxes.

### Evaluation Criteria:

Respondents will be evaluated and scored according to the following factors:

- 1) Overall quality of the Statement of Qualifications – 15%
- 2) The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 20%
- 3) The consultant's capability to meet time and project budget requirements and the availability of personnel to respond and provide services in a timely manner – 15 %
- 4) Consultant Location – 10%
- 5) Present or projected workload that would affect completion of the project – 15%
- 6) Related experience on similar projects – 20%
- 7) Recent or current work related to Town of Philipstown – 5%

## REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

### ARCHITECTURAL FIRM SELECTION PROCESS

Upon receipt of responses, Town Board members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. Highest ranking firms may be asked to attend an interview or Town of Philipstown may opt to open direct negotiations with the firm that presents the most qualified, highest scoring proposal.

If interviews are conducted, finalists are encouraged to bring renderings/photos of related examples of work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked architectural firm. The contract will be awarded upon reaching an appropriate price for this work.

If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the Town reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The project involves planning and construction management, and no future work is implied or guaranteed. Town of Philipstown reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be negotiated with the selected firm.

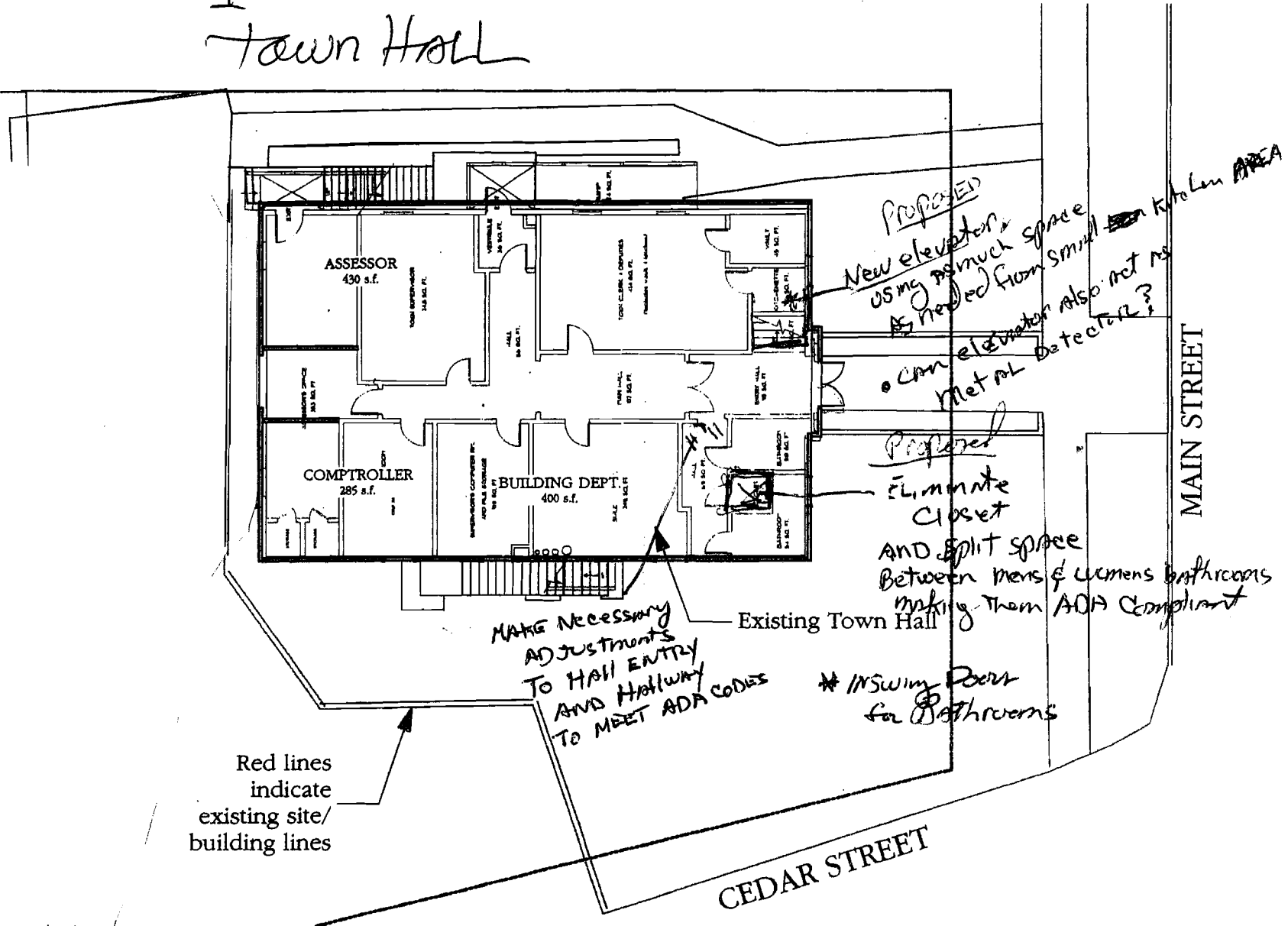
In no event shall any official, officer, employee or agent of Town of Philipstown be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Town of Philipstown has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the Town to award and execute a contract. Upon a determination such actions would be in its best interest, the Town, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Not award a contract, if it is in the Town's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the Town determines adequate funds are not available.

Town of Philipstown is an Equal Opportunity Employer.

# 1st Floor Town Hall



Donald Mac Donald - Architect  
10 D Street  
Cold Spring, NY 10516  
845-265-4723 dmdurch@optonline.net  
Renee Purse - Associate Architect

TOWN OF PHILIPSTOWN  
238 MAIN STREET  
COLD SPRING, NY

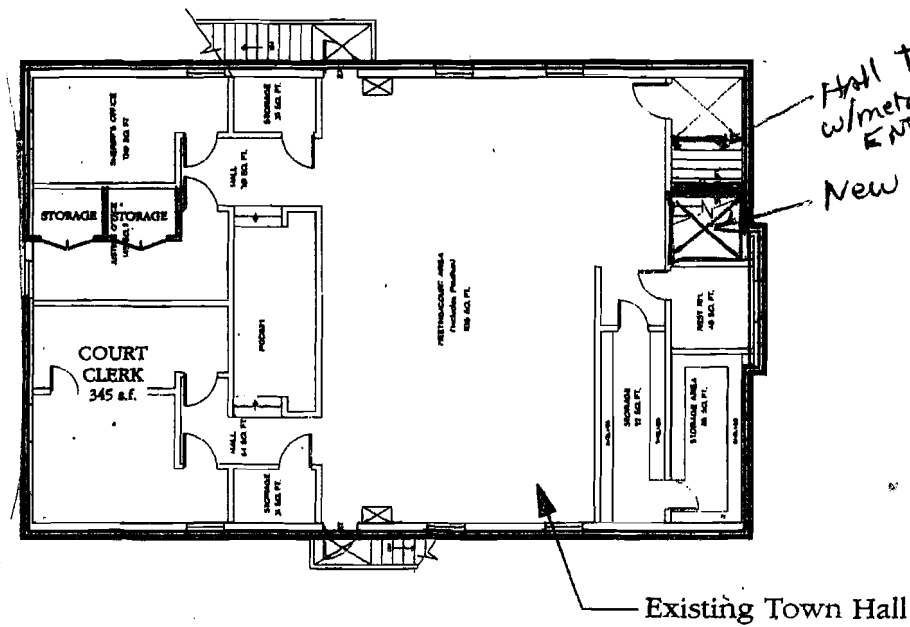
TOWN HALL  
RENOVATION &  
EXPANSION

PRELIMINARY  
1ST FLOOR PLAN

Date: 09.10.07

Scale: 1/16" = 1'-0"

A-1



Hall to Court room  
w/metal Detector Before  
ENTRY  
New counter

2<sup>nd</sup> Floor  
Town Hall

Donald Mac Donald - Architect  
10 B Street  
Cold Spring, NY 10516  
845-265-4723 dmdarch@optonline.net  
Renee Purse - Associate Architect

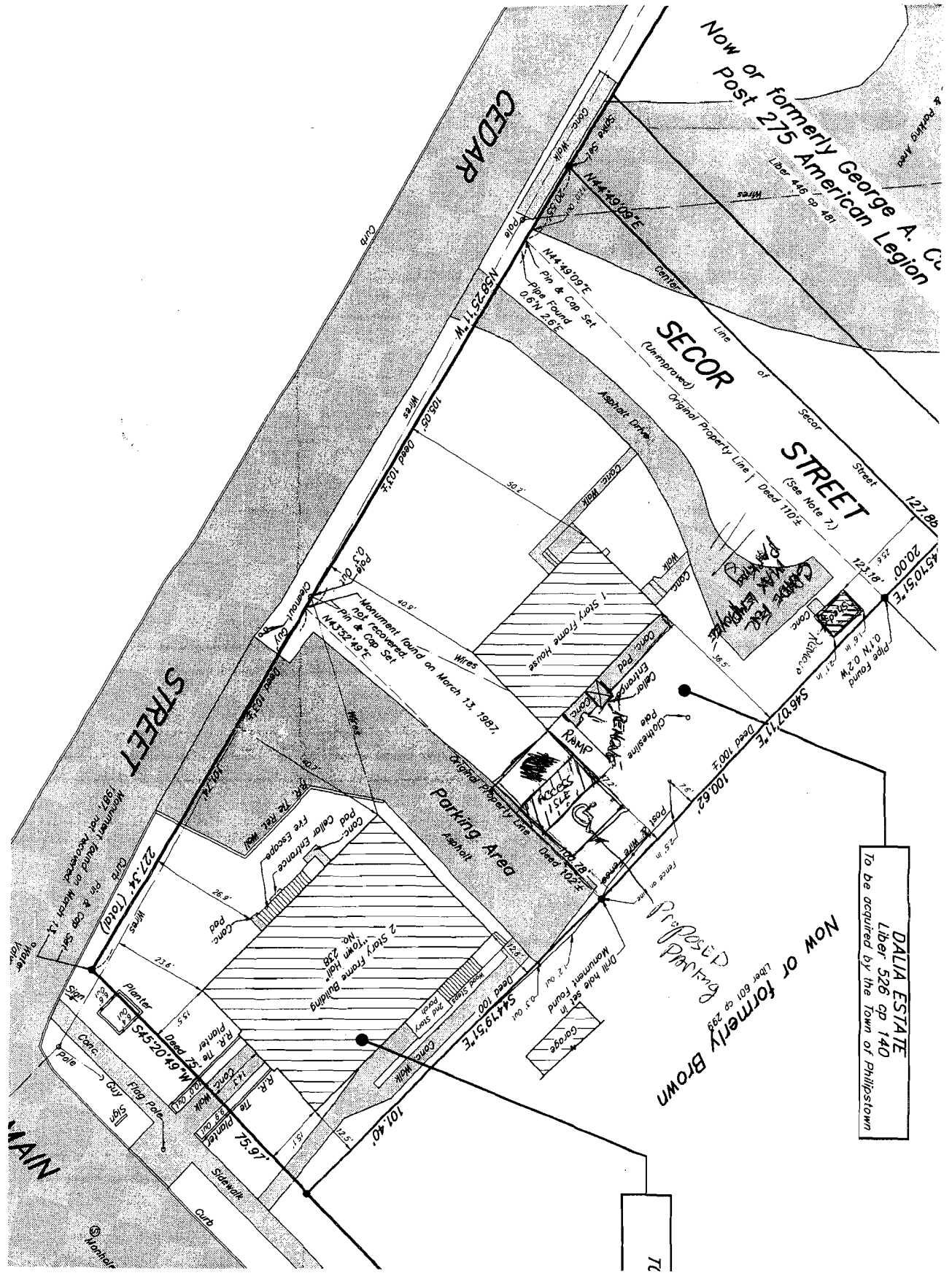
TOWN OF PHILIPSTOWN  
238 MAIN STREET  
COLD SPRING, NY

TOWN HALL  
RENOVATION &  
EXPANSION

PRELIMINARY  
2<sup>nd</sup> FLOOR PLAN

Date: 09.10.07  
Scale: 1/16" = 1'-0"

A-2



Now or formerly George A. C. Co.  
 Post 275 American Legion  
 Liber 445 of 181

SECOR STREET  
 (Unimproved)  
 Original Property Line | Dead 710'±

STREET

Parking Area

Now or formerly Brown  
 DALIA ESTATE  
 Liber 526 of 140  
 To be acquired by the Town of Philipstown

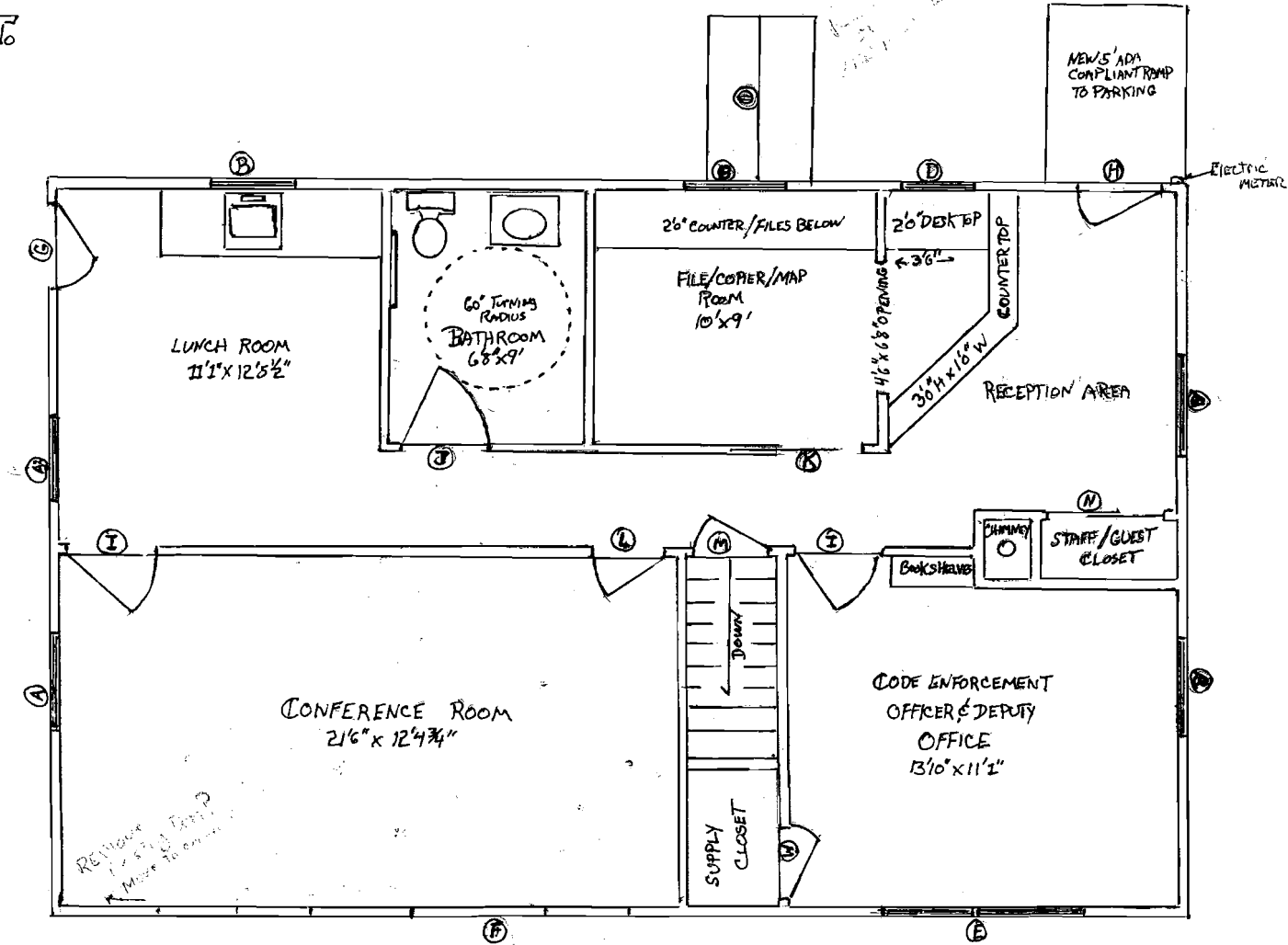
MAIN STREET

7C

# DAHLIA HOUSE 2 CEDAR ST

HARRISON RESIDENCE

SCALE = 1/4 inch = 1 foot



PROPOSED ALTERATIONS

CEDAR STREET

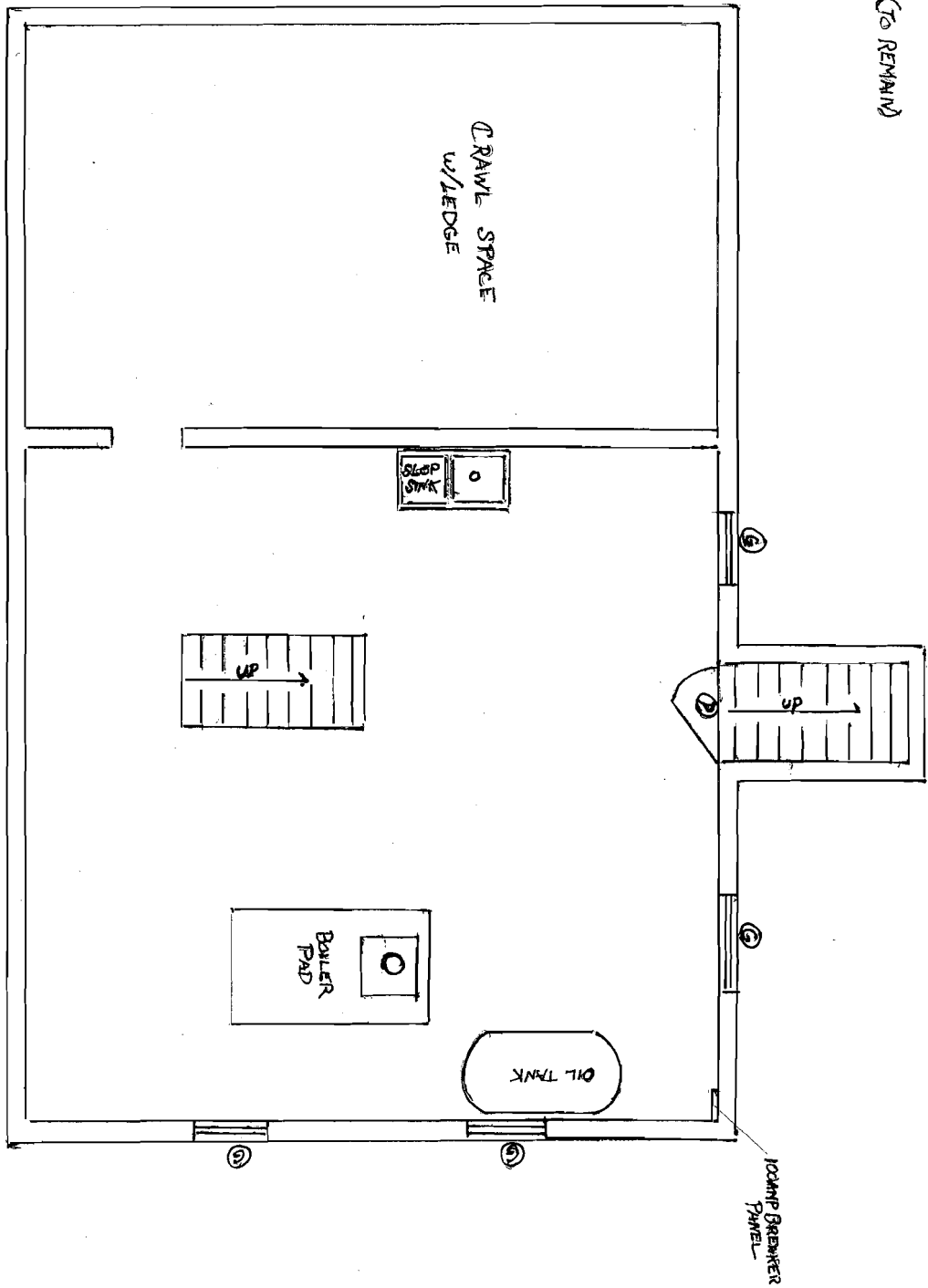




# BASEMENT PLAN

EXISTING FLOOR PLAN (GO REMAIN)

SCALE 1/4" = 1 FOOT



\* GELLING HEIGHT  
OFF FLOOR TO BOTTOM  
OF FLOOR JOIST = 6' 2 1/2"  
\* AVAILABLE BASEMENT  
SPACE = 23' 7 1/2" x 24' 8"

RESOLUTION

The following Resolution was presented by \_\_\_\_\_, seconded by \_\_\_\_\_ and unanimously carried;

RESOLVED, that the Town Board hereby authorizes Town Clerk Merando to advertise for bidders to provide Architectural Services for the renovations to the Town Hall and the Dahlia House.