

Town of Olive - Town Office Renovation Project

Request for Proposal

I. Objective

The Town of Olive is accepting written proposals from Architectural/Engineering firms to provide professional services associated with the creation of a schematic design plan for the renovation of the interior of its Town Office facility located at 45 Watson Hollow Road, West Shokan, Ulster County, NY. The objective of the renovation is to increase the work space and storage space for the office staff.

In accordance with New York State General Municipal Law Section 104-b, this Request for Proposals (RFP) is designed to identify New York State licensed professional architectural and engineering (A/E) firms best qualified to provide the services necessary to provide the services in the described below.

II. Project Description

The facility currently houses the offices of the Supervisor and Secretary, Bookkeeper, Clerk and Deputy Clerk, Assessor and Clerk, Building Department Administrative Aide, Building Department Clerk, Building/Zoning Department Code Inspectors, and Recreation Director. In addition, there is an existing garage space in the building much of which can be utilized for the expansion of the office space in the facility.

The proposal shall include a needs assessment of the existing facility and staff to determine the needs for each office and department to function efficiently with adequate space. The proposal shall assess the structural integrity and condition of the building to accommodate an increase in office space. The proposal shall include a preliminary demolition survey including a hazardous material assessment. The proposal shall review and utilize the recommendations included in the 2022 ASHRAE Level 2 Energy Audit of the building. The proposal shall also assess the utility needs for the renovation of the building including HVAC systems, building insulation, IT and telecommunications, electrical, plumbing and wastewater. The proposal shall also include an ADA review of the existing facility and list what may/will be required to make the facility 100% ADA compliant. The proposal shall also include an estimated cost breakdown of all the established needs and a rating of how important each need listed is.

The proposal shall include a 30% schematic design plan with a layout of a floor plan that includes larger office space for each department including a new conference room, a new office for the Supervisor, a larger kitchen break area, ADA compliance, renovated restrooms, and additional file storage space. The design plan should include any relocation and upgrades of utilities. A narrative word document should also be included listing all Mechanical, Electrical, Plumbing, Structural, Interior and Architectural work that would be required for this project.

The plan shall include a preliminary construction sequence/logistics plan to assess the ability to keep the town departments fully functional during the demolition and construction phase of the project.

III. Deliverables

- a. Vendors must provide proof of a minimum \$1M General Liability insurance and \$1M Auto Liability certificates with the Town of Olive listed as Additionally Insured if awarded the job.
- b. Proposals must provide proof of NYS Workers Compensation Insurance and Disability noting NYS statutory limits with a waiver of subrogation in favor of the Town of Olive if awarded the job. (forms Acord 25, C105.2 and DB120.2)
- c. The applicant is responsible for providing a scope of work in the proposal as described in the Project Description for the building including a needs assessment, structural assessment, hazardous materials assessment, and a 30% schematic design plan and narrative for the Town Office Renovation Project.
- d. The proposal shall include a preliminary construction sequence/logistics plan to assess the ability to the of the town offices to function during the demolition and construction phase of the project.
- e. Proposal will include a commensurate cost estimate for the Town Office Renovation Project including all designs plans, construction materials, and NYS Department of Labor prevailing wage rates for labor.
- f. Vendor must have the experience and capacity to satisfactorily schedule and perform the services in a manner congruent with standard industry practices and in a timely fashion within 6 months of the awarding of the RFP unless granted a time extension.

IV. Site Access

The building is accessible during business hours from 8am until 4pm Monday through Friday. Arrangements for inspection of the facility during business hours or for inspection outside of the business hours of operation shall be made by contacting:

Gene Sorbellini
Olive Facilities Director
914-557-9936

Any questions in regards to the project can be made by contacting the Town of Olive Supervisor:

Jim Sofranko
Town of Olive Supervisor
845-657-8118 x5
olivesupervisor@gmail.com

V. Deadline for Proposal

All proposals must be received by the Town of Olive Town Clerk no later than 2pm on April __, 2025.

Proposals received later than the above time and date will not be considered. Proposals may be delivered via:

In Person:

Olive Town Clerk
45 Watson Hollow Road
West Shokan, NY 12494

Mail:

Olive Town Clerk
PO Box 96
West Shokan, NY 12494

Email:

olivetownclerk@hvc.rr.com