



Site Walkthrough Summary

Project: Town of Brighton Town Hall Renovations RFP

Date: October 14, 2021

Time: 1:00 PM

Attendees: See attached sign-in sheet

A site walkthrough was held on October 14, 2021 at 1:00 PM to provide a project overview to consultants interested in submitting a proposal to the Town of Brighton Town Hall Evaluation RFP. Town staff conducted a tour of the Town Hall facility and attendees were given the opportunity to ask questions and obtain clarifications on the scope of the proposal. The following is a summary of the clarifications provided at the meeting:

- The Town estimates a nine (9) month timeline for the completion of this project. It is anticipated that the project will be awarded to the selected consultant in December of 2021.
- The Town anticipates that American Rescue Plan Act (ARPA) funds will be available for this project.
- Plans and building schematics of the Town Hall facility will be made available to the selected consultant for this project. The square footage for the Town Hall facility is estimated as follows:
 - Basement Level= 9,250 sq.ft.
 - First Floor= 12,300 sq.ft.The selected consultant should confirm the square footage estimates as part of their design investigation.
- The primary structural frame for the building has been identified by Town staff as concrete and block construction. The selected consultant should verify this assessment as part of their design investigation.
- Most of the utilities for the building, including but not limited to, water, sewer, electric, and gas enter the facility from the front of the building. The majority of the mechanical systems are located in the basement level of the facility.
- The Town Hall facility is not a historically designated property. However, the proposed design will ultimately have to be reviewed by the Town's Historic Preservation Commission and the Architectural Review Board.
- The current HVAC system is comprised of a combination of systems including but not limited to chillers, boilers, air handling units, unit ventilators, water pumps, and a rooftop unit. The selected

consultant should review the documentation available for the building as outlined in the Research scope of service of the RFP for a comprehensive review of existing systems.

- The services sought in this proposal shall exclusively consider the Town Hall building, exterior access to the building, and the parking lot condition and configuration. The Town Library and Public Safety wing of the complex are not included in the scope of this proposal.
- The Town does not currently have a comprehensive inventory of asbestos material present in the Town Hall facility. The proposal should include an asbestos study and remediation plan under the Schematic Design scope of service. A building Asbestos Survey must be completed per Subpart 56-5 of the New York State Department of Labor regulations 12 NYCRR Part 56. The asbestos survey shall include a thorough inspection for and identification of all PACM, suspect miscellaneous ACM, or asbestos material throughout the building/structure or portion thereof to be demolished, renovated, remodeled, or to have repair work. The required inspection shall be performed by a certified asbestos inspector, and, at a minimum, shall include identification of PACM, suspect miscellaneous ACM or asbestos material by the following methods:
 - A visual inspection for PACM and suspect miscellaneous ACM throughout the building or portion thereof to be demolished, renovated, remodeled, or repaired. All PACM and suspect miscellaneous ACM visually assessed shall be treated and handled as ACM and shall be assumed to be ACM, unless bulk sampling is conducted.
 - The asbestos survey shall, at a minimum, identify and assess with due diligence, the locations, quantities, friability and conditions of all types of installations at the affected portion of the building/structure relative to the ACM, suspect miscellaneous ACM, PACM or asbestos material contained therein. The certified asbestos inspector is responsible for identification and assessment of all types ACM, PACM, suspect miscellaneous ACM and asbestos material within the affected portion of the building.
- An assessment of the Town's operational tenancy space requirements should be developed as part of the proposal. The selected consultant will be expected to conduct interviews with Town staff to solicit feedback regarding work flow, space requirements, and future needs.
- The number of copies required for the proposals was clarified. One (1) original, five (5) identical copies, and one (1) electronic copy on a USB device should be submitted.

Additional questions and requests for clarification must be submitted by **4:00pm on Thursday, October 21st, 2021**. The proposal due date has not changed. All proposals are due on or before **Thursday, October 28th at 4:00 p.m.** Proposals received after the specified time will not be considered.

TOWN OF BRIGHTON TOWN HALL RENOVATION SITE VISIT

October 14, 2021

ATTENDANCE LOG - PLEASE PRINT

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