



Town of Brighton  
Public Works Department  
2300 Elmwood Avenue, Rochester, New York 14618

## REQUEST FOR PROPOSALS

Town of Brighton Town Hall Evaluation  
Town of Brighton, Monroe County, New York

### CLARIFICATION 1

October 22, 2021

Several questions requesting clarification of information that is presented in the Town of Brighton Town Hall Evaluation Request for Proposal dated September 2021 were submitted on or before October 21, 2021 at 4:00 p.m. The following lists each question followed by a clarification. This information should be reviewed while preparing your response to the September 2021 Request for Proposals.

Effective from the date of its issue, the following clarifications are a part of the Town of Brighton Town Hall Evaluation Request for Proposal dated September 2021.

All provisions of the original Request for Proposals shall remain in full force and effect except as specifically described in this Clarification. Date of Clarification 1 issue is October 22, 2021.

The RFP submittal date has not changed.

1. **Question:** Our Environmental subcontractor is asking for Floor plans in order to assess how many rooms need to be evaluated for hazards. Is this information available via PDF? I assume the documents listed under the research phase are only available to the appointed firm?

**Clarification:** We have provided a schematic layout of the Town Hall floors in Exhibit A of this Clarification. The HVAC report is available on the Town website at:

<https://www.townofbrighton.org/DocumentCenter/View/12524/170049-171218-Report-Revision-2>. The remaining documents referenced in the RFP will be available to the successful bidder.

2. **Question:** Can you please clarify for us if a proposal cover sheet, section dividers and Table of Contents are to be counted in the 15-page maximum?

**Clarification:** The proposal cover, section dividers and table of contents are not to be counted in the 15-page RFP maximum.

3. **Question:** Does the town have a timeline in mind? Is there a date that this evaluation should be completed? Is there a proposed start date? What is the square footage of the Town Hall? Will plans be provided for the RFP?



**Clarification:** We do not have a specific timeline in mind. However, we foresee that the study will require approximately 9 months to complete. We anticipate that the study will be completed in the fall of 2022. We are hopeful that the project will be awarded in December of 2021. The overall square footage of Town Hall is: Basement Level = 9,250 sq. ft. and the First Floor is 12,300 sq. ft. A Schematic layout of the Town Hall floors is included in Exhibit A of this Clarification. All other referenced information in the RFP will be available to the successful bidder.

4. **Question:** Is there an estimated budget for the Town Hall Evaluation project?

**Clarification:** The Town has not developed a budget for this project.

5. **Question:** Can you provide a copy of the HVAC Evaluation?

**Clarification:** A copy of the final HVAC Evaluation can be found on our website at:  
<https://www.townofbrighton.org/DocumentCenter/View/12524/170049-171218-Report-Revision-2>

6. **Question:** Can we combine department heads in interviews for collecting data on work space flow and future needs? If not, how many department heads do you have?

**Clarification:** We are not opposed to combined department head interviews for collecting data. There are approximately 11 department heads. The department heads will likely involve their staff in the interview process.

7. **Question:** Do you have an existing inventory list of equipment and furniture of the different departments/groups?

**Clarification:** Our finance department maintains an inventory of equipment.

8. **Question:** Would the Town consider temporarily relocating a department to a portable mobile unit on site or other off site facility?

**Clarification:** The Town will consider all relocation alternatives.



# EXHIBIT A

Basement Floor



First Floor

