

Town of East Hampton
New Town Hall and Police Station
Architectural Services

Request for Proposal

Bid # 2017- 3

All Proposals must be made in accordance with the specifications supplied by:

The Town of East Hampton

Office of the Town Manager

20 East High Street

East Hampton, CT. 06424

Office – (860)267-4468

Fax – (860)267-1027

Responses to the Proposal must be received by the Town Manager's office no later than 11:00 a.m. Eastern Time on March 21, 2017.

RFP 2017-03

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Request for Proposal
New Town Hall and Police Station
East Hampton, CT. 06424
Bid #2017-03

I. PROJECT SPECIFICATIONS

1. Introduction

The Town of East Hampton (“Town”) is seeking proposals (“Proposals”) from qualified architectural firms (“Architect” or “firms”) to provide complete design services for the construction of a new Town Hall and Police Station (“Project”). These services will include traditional design and construction administration services to be provided by the Architect in conjunction with the Town’s Program Manager (“Program Manager”). Interested parties should submit a Proposal in accordance with the requirements and directions herein.

The Town will use a qualifications and fee based selection process in order to select the firm most appropriate for the requirements of the Project. Proposals will be reviewed according to the general criteria listed below. Proposals should focus on process and the firm’s approach to this particular Project.

2. Acknowledgment Form

IMPORTANT INFORMATION: The Acknowledgment Form included at the end of this Request for Proposal (“RFP”) shall be filled out and returned immediately.

3. Site Location

Adjacent to 138 East High Street, East Hampton, CT. 06424 (Located in the Edgewater Hill Development)

4. Scope of Services

The Architect's contract will be for comprehensive professional services associated with the practice of architecture, including: structural, mechanical, plumbing, electrical and such other specialty services, including AV consulting. The Town will retain a civil engineer directly, and the FF&E consulting will be handled through the Program Manager. Design services shall be comprised of the following project phases: Conceptual Design, Schematic Design, Design Development, Construction Documents, Procurement, Construction Administration and Closeout.

The Town supports sustainable building practices and seeks firms with expertise in the application of sustainable design principles.

This RFP is issued as a two-phase request for proposal: 1) for the Design Phases as specified in Section 4.1 and 4.2; and 2) the Construction and Bid Documents and Construction Administration Phases as specified in Section 4.3.

All services must be provided with the highest level of professional skill, care and judgment and be in compliance with all Federal, State and Local requirements. Each Architect shall familiarize itself with all information and documents furnished with this RFP, including the documents entitled "Space Needs Assessment" included with this RFP.

4.1 *Preliminary Design Phase – Conceptual Design*

For the Preliminary Design Phase, the Architect shall address the Scope of Services delineated herein and any additional scope as determined to be required of architects as follows:

1. Perform all investigative work necessary for the Architect to establish and familiarize itself with existing site conditions and applicable code requirements and provide code analysis to the Town.
2. Work and consult with the Town's Building Committee, Program Manager, Town Staff and Police Department to prepare and finalize the existing program specifications and other necessary documents for purposes of review and approval by Town agencies and in support of the Referendum currently scheduled to take place in September, 2017, including without limitation all documents required for applications to the following Town Commissions; (Planning & Zoning, Zoning Board of Appeals, Town Finance Committee,

Town Council and the Building Committee). Program Manager will assist the Architect in providing any available site plan and existing utility information for the applications to the various commissions.

4.2 Schematic and Design Development Phase

1. Upon passage of the Referendum, and written authorization to proceed from the Town, prepare Schematic Design documents, and assist in reviewing the updated budget, initial estimates and updated project scheduling.
2. Upon completion of Schematic Design, and Town authorization to proceed, prepare complete Design Development documents, including drawings and outline specifications. Design Development documents will be prepared in two stages, at 50% and 100% completion. Work in conjunction with the Program Manager in developing a budget. Budgets must be comprehensive, including hard and soft costs for construction, administration and inspection, permitting, printing, advertising, architectural/engineering, special inspections, and prevailing wage requirements.

4.3 Construction and Procurement Documents, and Construction Administration

1. In conformance with the requirements of the updated Design Development plans, prepare complete Construction Documents in such detail as to allow for a detailed bidding by trade contractors, including, but not limited to: notices for public meetings, special approvals from Town departments or commissions, plan and profile views, elevations, cross sections, typical details and detailed cost estimate breakdown. All Construction Documents shall be submitted at the 50%, 90% and 100% stages of completion.
2. Provide finished and ready for construction drawings and specifications for bidding based on the schedule under Article I, section 6.1 of this RFP. It is expected that your firm will be working with the Town's Program Manager in coordinating the complete RFP and bid process for construction services (i.e.: attendance at public hearings, preparation of RFP for construction services, participation in meetings, assist in review of construction management proposals, bids and qualification of bidders for trades, including analysis of bids and recommendations regarding same; answer questions and clarify drawings and specifications for Town and bidders; assist Town in negotiation of proposals for construction management services, and other aspects of construction RFP and bidding process, as necessary, etc.).
3. Please note the Town of East Hampton is subject to prevailing wage requirements in accordance with Connecticut law. Budgets prepared in

conjunction with the Town's Program Manager must be comprehensive, including costs for construction, administration and inspection, permitting, printing, advertising, architectural/engineering, special inspections, materials testing, etc. A presentation of the preliminary design and construction cost estimates to the Building Committee should be considered in your Proposal.

4. Assist Construction Manager and Program Manager during the Construction Phase of the Project as needed. It is anticipated that the Architect's obligation during the Construction Phase will involve traditional Construction Administration services as set forth in more detail in the AIA Document A201 General Conditions (as modified), to be furnished through an Addendum to this RFP, including plan and specification interpretation and clarification as necessary, submittal review, attendance at job meetings, assistance in compliance throughout construction, assistance in the coordination of special inspections, review of materials testing, inspection of work performed by contractor(s), conduct inspections as necessary to determine progress and completion of work, review of change order requests and pay applications, and prepare punch list of incomplete or unsatisfactory items, and advise the Town and Program Manager in determining final acceptance and completion of work.

5. Proposal Price

- 5.1 Proposal Price (Design Phase – Sections 4.1 and 4.2) Proposals shall be lump sum for the services to be provided for each phase of Design, based upon the scope set forth in Sections 4.1 and 4.2 of this RFP. Please provide a breakdown of your fee by tasks (i.e.: by each design phase, various commission submissions, etc.)
- 5.2 Proposal Price (Construction Documents, Procurement and Construction Administration Phase – Section 4.3). Provide budgeted fees for the balance of the Design Phase, the Procurement Phase and the Construction Administration based on an approximate construction cost of \$15,000,000. Actual fee to be negotiated with selected firm.
- 5.3 Proposals shall include an estimated allowance for reimbursable expenses permitted by the Contract.

6. Project Schedule

6.1 The following is the tentative schedule for the selection process and work program and is subject to change based upon unforeseen conditions and requirements by the Town.

Proposals Due: Tuesday March 21, 2017

Award: Friday March 31, 2017

Completion of Conceptual Design Phase for purposes of Referendum: June 30, 2017

Completion of Design for final bid: TBD

II. SUBMISSION REQUIREMENTS

1. Required Information:

- Type of organization (e.g., sole proprietorship, partnership, corporation, LLC). If joint venture, give details, including relationship of the parties.
- Names of principals.
- Total number of staff.
- Number of registered architects, including registration and license status.
- Description of the firm's primary areas of design expertise.
- Portfolio of the firm's experience with relevant government building and safety complex work, including a list of projects of a comparable size and complexity that the firm has designed in the Northeast region within the last eight (8) years.
- Narrative of the firm's design philosophy and approach to maintaining the quality of design within the constraints of program scope, schedule and budget.
- Description of your understanding and approach to the Project.
- Description of how the firm will manage the Project and résumés of the key individuals proposed to coordinate and lead this Project both during design and construction, including previous assignment information and positions held. The Town reserves the right to interview and select key staff members. Detailed staffing plan of types, quantities and percentages of time commitment of personnel needed throughout the design and construction phases based on stated assumptions.

- List of at least four (4) public owner references from similar projects.
- List of all claims, disputes, arbitrations or litigation with which the firm has been involved in the past ten (10) years, with the status or outcome of the same, and including all pending claims or potential claims of which the firm is aware.
- Description of your experience in design of sustainable buildings.
- Explanation of the firm's technological capabilities, including experience with AutoCAD and Building Information Modeling systems.
- Specific descriptions of the primary consultants proposed by the firm, including, at a minimum, structural and MEP engineers, AV consultants, code consultants, and landscape architects, interior designers and résumés of their key personnel.
- Designated personnel and their hourly billing rates for the Architect and each consultant.
- List of current workload, including names of projects, construction dollar values, design start and anticipated completion dates, principals and project architects in charge, clients' representatives and telephone numbers.
- List of all insurance coverages currently carried by your firm, including professional and general liability, expressed in both aggregate and by claim.
- Statement of potential conflicts of interest for the Architect and its consultants.
- Additional information or comments for the Owner's consideration.

2. Submission Due Date: Proposals will be accepted at the Town of East Hampton, Office of the Town Manager, 20 East High Street, East Hampton, CT. 06424 until March 21, 2017, 11:00 a.m. local time. Proposals received after that time will not be considered. Proposals will be opened publicly and will be reviewed by staff and the Building Committee at a later date.

- A pre-proposal conference with site tour is anticipated to be held on Friday, March 3, 2017 at 10:00 AM. We will meet at the Berkshire Hathaway Office located at 140 East High Street. Two representatives from each firm may attend. Failure to attend the pre-proposal conference and tour of the site is grounds for rejection of your Proposal.
- Interviews of short-listed firms will be held the week of March 27 at the Town Hall. Short-listed firms will be contacted by March 20. The Town reserves the right to alter these dates.

- The interviews will last 30 minutes each. The presentation should be devoted to the firm's qualifications, design process and approach to the Project. During that time you will have the opportunity to convey how your firm intends to approach the challenges unique to this assignment. During the interview, we will be most interested to meet the individuals you would propose to staff this Project.

3. Directions for written submission of Proposals: Interested firms are required to submit one original and 11 copies of the Proposal to the Office of the Town Manager, no later than the date and time noted above. Proposals shall consist of the following:

- a. All Proposals are required to be submitted in both electronic (PDF on CD) and hard copy formats. The hard copy Proposals must be on 8 1/2" x 11" paper in a binder with tabs separating the major sections of the Proposal. The major sections shall include:
 1. Title Page
 2. Table of Contents
 3. Letter of Transmittal
 4. Submission Requirements, in the order set forth in Section II.1
 5. Schedule of Fees
 6. Appendix

Submissions shall be delivered to the Town of East Hampton, Office of the Town Manager, 20 East High Street, East Hampton, CT. 06424.

III. ADDENDA TO THIS RFP

If it becomes necessary to revise any part of this RFP or if additional data is necessary to enable interpretation of provisions of this RFP, revisions or addenda will be provided to all prospective firms who receive this RFP; such revisions or addenda will additionally be posted on the following website:

www.townofeasthamptonct.org/

The Town anticipates forwarding the form of Agreement for Architectural Services as an Addendum to this RFP. Firms shall include in their Proposals a definitive list of concerns or exceptions to the Agreement, which will be taken into account in the Town's evaluation of

Proposals. No further concerns or exceptions will be considered beyond those noted within such period.

This RFP includes an acknowledgement page; this page shall be faxed back to the Office of the Town Manager upon receipt, to ensure proper notification of changes to the published documents. The Town of East Hampton does not assume responsibility for any firm that does not receive revisions or addenda, where the firm has not acknowledged receipt of any portion thereof.

Questions regarding this RFP should be referred to the Office of the Program Manager at (860)267-6822 or to the Program Manager at SJMotto@aol.com.

A summary of all questions and answers will be made available to each firm if the answers might influence the award of the contract. No questions or requests for information shall be submitted by any Bidder after the close of business on March 14, 2017 at 4:00 p.m. The right is reserved to reject any and all Proposals, in whole or in part, to award any part or parts, or total Proposal, and to waive any informality or defects, if it is deemed in the best interest of the Town.

IV. CONTRACT CONSIDERATIONS

1. General Considerations

The Sections listed below are informational only; firms submitting qualifications are hereby advised that any firm awarded a contract shall be subject to these conditions. Proposals are not required to contain any documents described within these Section.

2. Equal Opportunity/Affirmative Action

The successful firm shall comply in all respects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the firm does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for rejection of a Proposal or termination of the contract.

3. Insurance

Prior to the execution of any contract, the Town requires that any awarded firm providing services to the Town, must provide to the Town a certificate of insurance (in an approved format) naming the Town of East Hampton as additional insured (on liability insurances other than Professional Liability), for the following coverages:

General Liability:	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed	
	Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Occurrence	\$1,000,000
	Aggregate	\$3,000,000
Umbrella	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000

4. Non-appropriation of Funds

Please note that any contract executed by the Town of East Hampton is subject to and conditioned upon the appropriation of funds.

V. CONDITIONS OF SELECTION OF SUCCESSFUL FIRM

1. This RFP is intended to provide interested parties with uniform information concerning the requirements for submitting Proposals. In responding to this RFP, the requirements and content format indicated herein must be adhered to. Failure to respond to all information requested may result in disqualification of the Proposal.
2. The Proposal shall include all items and services typically encompassed in professional service agreements, including the terms set forth in the Agreement for Architectural Services to be provided by Addendum.

3. The submission of a Proposal will be construed to mean that the firm is fully informed as to the extent and character of the Town's requirements, and the Architect represents that it is willing and able to furnish the services requested in a satisfactory manner in complete compliance with this RFP. You agree that your Proposal will remain firm for a period of ninety (90) days from the date of submission, and may be extended beyond that time by mutual written agreement.
4. Once submitted, all Proposals become property of the Town. The Town shall not be liable for any costs incurred by firms in preparing or submitting Proposals. **Note that any and all submissions or presentations of possible or intended design solutions shall constitute voluntary transfers of all intellectual property, artistic and moral rights in such work, and the firm acknowledges that it will claim no interest of any type, in whatever ideas or expressions of such designs were conveyed prior to selection.**
5. The Town reserves the right to terminate the selection process at any time, to reject any and all Proposals, or to accept any Proposals deemed to be in the Town's interest.
6. In the event that the selected firm fails to execute a contract within 30 days after notification of award by the Town, the Town may cancel its selection without penalty and reconsider other Proposals or solicit new Proposals. The Town, in its sole discretion, may extend this period for a short time if deemed in the best interest of the Town.
7. The Town shall consider the successful Architect to be the sole point of contact with regard to Architectural services, including payment to and performance of service by the firm, its agents and employees. The successful Architect shall not be allowed to assign the contract or delegate any responsibilities or duties to any third party without prior written consent of the Town. Transfers of majority interests in a firm's internal business entity structure may be deemed an unpermitted assignment by the Town.
8. Firms selected for interview will be provided with the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview panel members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to or immediately following the interview process.
9. Non-collusion Representation: In submitting its Proposal, the Architect shall declare that its Proposal is made without any connection with any persons making another proposal for the same contract; that the Proposal is in all respects fair and without collusion, fraud or mental reservation; that no official of the Town, or any person in the employ of the

Town is directly or indirectly interested in said Proposal or in the services to which it relates, or in any portion of the profits thereof.

10. Conflict of Interest Disclosure Required: No purchase shall be made from nor shall services (other than services as an officer, agent or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner, or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be known in writing to the agency making such purchase, and notice thereof posted for at least five (5) days before such purchase be made in the office of the agency making such purchase and in the public place in the East Hampton Town Hall.
11. This RFP and any subsequently offered contracts will be governed by the laws of the State of Connecticut. Any and all applicable valid executive orders, Federal, State or local laws, ordinances or rules or regulations shall apply to any contract if and when offered and are deemed incorporated herein.
12. Firm(s) submitting Proposals shall be qualified for this Project and shall provide sufficient supporting documentation to support of same. The Town of East Hampton shall be the sole judge in determining the sufficiency of said supporting documentation.

Form 1

REQUEST FOR PROPOSALS

NEW TOWN HALL AND POLICE STATION - EAST HAMPTON, CT 06424

BID# 2017-3

Due Date: March 21, 2017; 11:00 a.m. Local Time

Town of East Hampton, Office of Town Manager's, 20 East High Street, East Hampton, CT. 06424

In accordance with the Town's requirements, the undersigned agrees to provide services as defined herein.

The undersigned, who is legally authorized to sign Proposals on behalf of the firm is familiar with the conditions surrounding this RFP, is aware that the Town reserves the right to reject any and all Proposals, and is making submission without any collusion with any other person, individual or corporation.

Witness Signature

Company Name

Printed Name

Signature

Address Title

Town State Zip Date

Federal ID # & Telephone Number

Email Address & Fax Number

Form 2

RETURN THIS FORM IMMEDIATELY!

Acknowledgment: Receipt of RFP Documents

Bid # 2017-3

ARCHITECTURAL SERVICES – NEW TOWN HALL AND POLICE STATION

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit Proposals.

Date Issued:

Date Documents Received:

Do you plan to submit a Proposal? Yes_____ No_____

Print or Type the following information:

Company Name:

Address:

City or Town:

Phone:

Fax:

Email:

Received By:

Note: Faxed acknowledgments are requested. FAX (860)267-1027. A cover sheet is NOT necessary. IMPORTANT: DO NOT FAX QUALIFICATIONS. QUALIFICATIONS MUST BE SUBMITTED IN SEALED PACKAGES.

TOWN OF EAST HAMPTON
NEW TOWN HALL AND POLICE STATION ARCHITECTURAL SERVICES
BID # 2017-3

Office of the Town Manager, 20 East High Street, East Hampton, CT 06424

Proposal Checklist

This form need not be returned with your Proposal. It is suggested that you review and check off each action as you complete it.

- ☐1. The Proposal has been signed by a duly authorized representative of the firm.
- ☐2. Any fee schedule (if relevant) you have offered has been reviewed and verified.
- ☐3. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the Proposal.
- ☐4. Any addenda to this RFP have been acknowledged and included.
- ☐5. The envelope is addressed to:

The Town of East Hampton

Office of the Town Manager

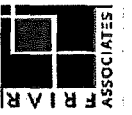
20 East High Street

East Hampton, CT. 06424
- ☐6. The envelope has been clearly marked with the proposal number and opening date.
- ☐7. If additional copies are required as part of your response, make sure the original is clearly marked.
- ☐8. The Proposal is mailed or hand delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your submission.

Space Needs Assessment

SPACE		EXISTING			REQUIRED 2005				REQUIRED 2015				
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2005	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2015	
		# s.f.	total s.f.			# s.f.	total s.f.			# s.f.	total s.f.		
TOWN MANAGER													
Town Manager's Office	1	218	218		1	200	200	lateral file storage	1	200	200		
Conference Room			0		1	200	200	private conference area for 10-12 people	1	250	250	Shared, should hold a maximum of 15 people	
Small Conference Room			0						1	150	150	Shared conference room	
Secretary's Office	1	218	218		1	150	150	workstation with computer, phone, fire safe, 12 file cabinets	1	150	150		
Work Room			0		1	150	150	copier, fax machine, folding machine, mail boxes	1	150	150		
Waiting/Reception Area			0			0			1	150	150		
Town Manager Subtotal				436	Town Manager Subtotal				700	Town Manager Subtotal		1050	
TOWN COUNCIL													
Town Council Room	1	603	603		1	800	800		1	800	800		
Town Council Subtotal				603	Town Council Subtotal				800	Town Council Subtotal		800	
FINANCE & ACCOUNTING													
Director's Office	2	132	264		1	150	150		1	150	150	Director, assistant and accounts payable workstations should be located in the same room. If laserfiche is added, some filing cabinets could be eliminated.	
Assistant's Workstation	1	132	132		1	80	80	Workstations with computer, phone	1	80	80		
Accounts Payable Workstations	1	380	380		4	80	320	Workstations with computer, phone	4	80	320		
Data Processing	1	143	143										
Conference Room			0		0	250	250	Able to accommodate up to 10 people for staff meeting, audits	0	250	0	Shared conference room in "Town Manager" Section	
General Storage	1	90	90		1	100	100	Office supplies, paper storage	1	100	100	Lateral filing cabinets	
Secure File Room			0						1	100	100	Used for accounts payable files and invoices for immediate access	
Finance & Accounting Subtotal				1009	Finance & Accounting Subtotal				900	Finance & Accounting Subtotal		750	
HUMAN RESOURCES (presently)													
Office			0		1	120	120	Private, quiet office, 6 - 4 high file cabinets	1	120	120		
Workstations			0		2	100	200	Workstations with computer, phone	2	100	200		
Reception Area			0		1	60	60	Area for visitors to check in, wait	1	60	60		
General Storage			0		1	100	100	Office supplies, paper storage	0	100	0	Removed and added to Support Spaces	
Vault Storage			0			0		6 file cabinets			0		
Human Resources Subtotal				0	Human Resources Subtotal				480	Human Resources Subtotal		380	
TOWN CLERK													
Town Clerk's Office			0		1	150	150		1	150	150		
Assistant's Workstations	1	454	454	The existing Town Clerk space is an open room with 4 workstations. The Town Clerk does not have a private office.	2	110	220	Workstations to accommodate a telephone, computer and printer, label printer, adding machine, optical scanner and typewriter, plus 2 visitors per station	2	110	220		
Reception Counter	1	148	148	The exiting reception counter does not accommodate more than 1 person. Public waiting area is also included in this space, as well as public notice area.	1	60	60	Counter to accommodate up to 3 people, computer station, cash drawer	1	60	60		
Public Notice Area, Waiting Area			0		1	100	100	Bulletin/counter area for public event postings and area for public to wait	1	100	100		
Small Conference Room			0		1	120	120	Space for small staff meetings, private conferences	0	120	0	Shared conference room in "Town Manager" Section	
Research Area			0		1	120	120	Space to accommodate a research/work table for large format maps and files	1	240	240	This area should also accommodate two research computers, which cannot be located in the vault.	
General Storage	1	260	260	Town clerk storage is limited; paper supplies are kept under tables and in available spaces>	1	100	100	Office supplies, paper storage	1	100	100		
Vault Storage			0			0		22 cabinets - 6'H x 3'W; 10 - map flat files; 8 cabinets - 8'H x 4'W			0		
Town Clerk Subtotal				862	Town Clerk Subtotal				870	Town Clerk Subtotal		870	
ASSESSOR													
Assessor's Office			0		1	150	150	Property account file cabinets, fire safe, mini vault	1	150	150		
Assistant's Workstation	1	218	218	The existing assessor space is an open room with three workstations. The assessor does not have a private office.	4	110	440	Space for computer workstation, phone	3	110	330	Only three are required, the forth station is listed in "Reception Counter"	

Updated May
2015



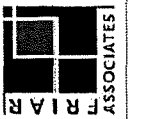
East Hampton Town Hall

December, 2005
Feasibility Study
EAST HAMPTON, CT

05

SPACE		EXISTING			REQUIRED 2005			REQUIRED 2015				
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2005	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2015
		# s.f.	total s.f.			# s.f.	total s.f.			# s.f.	total s.f.	
Field/Data Entry Office			0		1	120	120	Quiet, private space for data entry	1	120	120	
Reception Counter	1	125	125	The existing reception counter serves also as the public research area. It does not accommodate more than 2-3 people. File storage is kept below the reception area.	1	60	60	Must accommodate large scale maps plus computer station with printer for public use	1	60	60	
Work Room			0		1	150	150	Must accommodate fax machine, copy machine, large format copier, ample counter/work space	1	150	150	
Small Conference Room			0		1	150	150	Space for private meetings, benefit applications	0	150	0	Shared conference room in "Town Manager" Section
Public Research Room			0		1	150	150	Space for 5-6 people to do research, appraisals, large table	1	150	150	
General Storage			0		1	100	100	Storage of office supplies, stationary, paper goods	0	100	0	Removed and added to Support Spaces
Secure File Room									1	100	100	For files to be accessed frequently
Vault Storage			0				0	6 file cabinets - reevaluation cards, exemption files, motor vehicle records			0	
Assessor Subtotal			343		Assessor Subtotal			1320	Assessor Subtotal			1060
TAX COLLECTOR												
Tax Collector's Office			0		1	150	150		1	150	150	
Assistant's Workstation	1	186	186	The existing tax collector's area is a small room with three workstations. Supplies are kept within the room. Files are kept in boxes piled under counters and on the floor.	2	110	220	Workstations to accommodate a computer station	2	110	220	
Transaction Counter			0		The existing transaction counter serves also as a workspace. It is not handicap accessible from either side.	1	60	60	Handicap-accessible station able to accommodate at least 3 people, lockable cash drawer	1	60	60
Paper Storage			0	1		100	100	Paper supplies, stationary, envelopes	0	100	0	Removed and added to Support Spaces
Vault Storage			0				0	6 file cabinets, research area/workstations			0	
Tax Collector Subtotal			186		Tax Collector Subtotal			530				430
BUILDING DEPARTMENT												
Building Administrator's Office	1	140	140	The existing office within the building department is shared by several departments.	1	150	150	Large drafting/map workstation, private	1	150	150	
Office Technician's Workstation	2	90	180		2	110	220	Workstations with computer, phone	2	110	220	
Building Inspector's Office			0						1	120	120	
Admin/Reception Counter	1	80	80	The existing reception area is small and inadequate. There is no public space in this department.	1	100	100	Counter large enough for large scale building plans, maps, computer station, space for posting public notices, area for public to wait	1	100	100	
File Storage	1	450	450		The majority of the existing building department is devoted to file storage.	1	200	200	18 - 5 high file cabinets, fire proof, 4 flat files - building records kept forever	1	200	200
General Storage	1	56	56	1		100	100	General office supplies, paper supplies	1	100	100	
Toilet Room	1	90	90									
Building Department Subtotal			996		Building Department Subtotal			770	Building Department Subtotal			890
REGISTRAR OF VOTERS												
Office	1	140	140						1	200	200	Two workstations
Voting Machine Storage			0						1	80	80	
Registrar of Voters Subtotal			0						Registrar of Voters Subtotal			280
FIRE MARSHAL & EMERGENCY												
Fire Marshal's Office			0	The fire marshal does not have a private office. A workstation with book/file storage is supplied within the building department.	1	150	150	Space for large desk with computer station	1	150	150	
Reception Area			0		1	60	60	Area for visitors to check in, wait, public notices	1	60	60	
Secure File Room			0						1	100	100	To hold 1-2 year's of past project work
Storage			0		1	100	100	Requires minimum of 4 file cabinets, 2 bookshelves, general paper storage	1	100	100	
Fire Marshal Subtotal			0		Fire Marshal Subtotal			310	See following page			

Updated May
2015



East Hampton Town Hall

December, 2005
Feasibility Study
EAST HAMPTON, CT

SPACE		EXISTING			REQUIRED 2005				REQUIRED 2015			
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2005	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2015
		# s.f.	total s.f.			# s.f.	total s.f.			# s.f.	total s.f.	
FIRE MARSHAL & EMERGENCY MANAGEMENT (currently no designated EOC space, formerly called "Homeland Security" in 2005)					should be located in basement							
Deputy's Office			0	There is currently no designated homeland security space.	1	150	150		1	150	150	
Communication Room			0		1	150	150		1	150	150	
Emergency Supply Room			0		1	200	200		1	200	200	
Triage/E.O.C. Room			0				0	See **Community Space	1	200	200	Conference table can be pushed aside when needed for triage
Kitchen			0						1	600	600	Can be shared with other depts., req. for E.O.C.
Homeland Security Subtotal			0	Homeland Security Subtotal			500	Fire Marshal & Em Mgmt Subtotal			1710	
HEALTH DEPARTMENT (presently)												
Health Director's Office			0		1	150	150	Large desk, computer workstation, file cabinets	1	150	150	
Office Manager's Office			0		1	150	150	Large desk, computer workstation, file cabinets	1	150	150	
Staff Workstations			0		5	80	400	Workstations with computer, phone	5	80	400	
Conference Room			0		1	150	150	Meeting room for up to 12 people	0	150	0	Shared conference room in "Town Manager" Section
File Storage			0		1	200	200	10 file cabinets, office supply storage	1	200	200	
								Refrigerated specimen holding area, medical supply storage, emergency response supplies	1	225	225	
Storage			0		1	225	225					
Public Shelter Area			0				0	See **Community Space			0	
Health Department Subtotal			0	Health Department Subtotal			1275	Health Department Subtotal			1125	
DEPARTMENT OF PUBLIC WORKS												
Office	1	200	200		1	150	150	Desk with computer workstation, file cabinets	1	150	150	Changed from "Town Facilities Manager" to DPW
Custodial/Maintenance Storage			0		1	150	150		1	150	150	
Vault Storage			0				0	Flat file storage for building plans, town maps			0	
Town Facilities Manager Subtotal			200	Town Facilities Manager Subtotal			300	DPW Subtotal			300	
VAULT												
								Space required/shared by Town Clerk, Tax Assessor, Tax Collector, Finance Dept. and Human Resources, Facilities Manager				
Vault Storage	1	898	898	The existing vault is cramped and disorganized. The space is shared between many offices in the town hall.	1	800	800		1	800	800	
Research Area			0		4	60	240	Space for laying out large format maps and files	4	60	240	
Computer Workstations			0		2	60	120	Space for computer research	0	60	0	Removed both workstations from Vault and added to research area in Town Clerk's Department
Vault Subtotal			898	Vault Subtotal			1160	Vault Subtotal			1040	
COMMUNITY SPACE												
Community Space			0				0	Space to be used by health dept., food bank, parks & rec. and homeland security, police dept.			3,000	Now included in Town Hall
Community Space Subtotal			0	Community Space Subtotal			0	Community Space Subtotal			3000	
PROBATE COURT												
Judge's Office			0		1	150	150	Secured space to accommodate a desk, computer workstation, file cabinets	1	150	150	
Clerk's Office			0		1	120	120	Secured space to accommodate a desk, computer workstation, file cabinets with visibility to waiting/conference areas	1	120	120	
Hearing Room			0		1	500	500	Space for large conference table, 25 people, hearing assistance	1	500	500	
Reception Area			0		1	120	120	Area visible to the clerk with chairs for visitors	1	120	120	
Waiting/Conference Areas			0		2	120	240	Private areas for legal conferences	2	120	240	
Probate Vault	1	117	117		1	250	250	Secure space for Probate files, accessible to the public, separate from Town Hall vault	1	250	250	
Probate Court Subtotal			117	Probate Court Subtotal			1380	Probate Court Subtotal			1380	

Updated May
2015



East Hampton Town Hall

December 2005
Feasibility Study
EAST HAMPTON, CT

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05

SPACE		EXISTING			REQUIRED 2005			REQUIRED 2015				
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2005	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2015
		# s.f.	total s.f.			# s.f.	total s.f.			# s.f.	total s.f.	
SOCIAL SERVICES												
Director's Office/Counseling Area			0		1	200	200	Provide separate entrance from Town Hall so that clients maintain confidentiality, include space for interviewing couples, families, secure file storage	1	200	200	
Volunteer Office			0		1	150	150	space for volunteer workstations, computer, phone	1	150	150	
Public Notice Area			0		1	30	30	bulletin area for public event postings	1	30	30	
General Storage			0		1	150	150	general office supplies, paper supplies	1	150	150	
Social Services Subtotal			0		Social Services Subtotal			530	530			
FOOD BANK												
Office			0		1	150	150	space for volunteer workstations, computer, phone	1	150	0	not located in town hall
Food Storage			0		1	200	200	dry goods storage	1	200	0	
Clothing Storage			0		1	200	200	storage for clothing, shoes, jackets	1	200	0	
Transaction Counter			0		1	60	60	area for clients to come in to receive supplies but not able to enter storage areas	1	60	0	
Walk-in Fridge/Freezer			0		1	150	150	perishable storage, large quantity storage for holiday dinners, large functions	1	150	0	
Community Space			0				0	space to hold large functions, holiday dinners, food drives			0	
Food Bank Subtotal			0		Food Bank Subtotal			760	Food Bank Subtotal			0
YOUTH & FAMILY SERVICES												
Large CounselingRoom			0		1	200	200	Soft seating, layout conducive to speaking, space for large group counseling, 5-6 people	1	200	200	
Small Counseling Room			0		1	150	150	Soft seating, layout conducive to speaking, space for couples counseling	1	150	150	
Director's Office			0		1	120	120	Space to accommodate desk, computer and 1 file cabinet	1	120	120	
Medium Counseling Room			0		1	150	150	Space to accommodate 1 or 2 workstations with computers and 1 file cabinet	1	175	175	Changed from intern office to Medium Counseling room. Soft seating, layout conducive to speaking, space for medium sized group counseling
Storage			0		1	150	150	Board games, arts/crafts supplies, office supplies	1	150	150	Files will also be stored here
Youth & Family Services Subtotal			0		Youth & Family Services Subtotal			770	Youth & Family Services			795
PARKS & RECREATION DEPARTMENT												
Director's Office			0		1	120	120	6 file cabinets, safe	1	120	120	
Program Coordinator's Office			0		1	120	120		1	120	120	
Volunteer Office			0		2	150	300		2	150	300	
Reception Area			0		1	100	100		1	100	100	
Classroom			0						2	900	1,800	
Conference Room			0		1	200	200		0	200	0	Shared conference room in "Town Manager" Section
General Storage			0		1	200	200		1	200	200	To support print room
Print Room			0		1	150	150	Used to produce flyers, brochures	1	150	150	
Parks & Rec. Storage			0		1	200	200	Garage door access	1	500	500	Increased size
Gymnasium Space			0				0	See **Community Space			0	
Parks & Recreation Dept Subtotal			0		Parks & Rec Dept Subtotal			1390	Parks & Recreation Dept Subtotal			3290
SUPPORT SPACES												
Lunch Room	1	130	130		1	200	200	Lunch room, tables, kitchenette	1	200	200	
Toilet Rooms	2	115	230		6	60	360		6	60	360	
General Storage	1	100	100									
Loading Dock			0						1	0	0	
Custodial Closet									3	50	150	One per floor
Central Supply Closet			0						1	200	200	Added
Support Spaces Subtotal			460		Support Spaces Subtotal			560	Support Spaces Subtotal			910

(Town Hall) Total Program Space S.F.	6,110	2005 (Town Hall) Total Program Space S.F.	15,305	2015 (Town Hall) Total Program Space S.F.	20,590
		Net to Gross Ratio - 35%	5,357	Net to Gross Ratio - 35%	7,207
		Total Gross Building Area	20,662	Total Gross Building Area	27,797

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2015



East Hampton Town Hall



SPACE	EXISTING				REQUIRED 2005				REQUIRED 2015					
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2005	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2015		
		# s.f.	total s.f.			# s.f.	total s.f.			# s.f.	total s.f.			
PUBLIC LOBBY														
Vestibule					1	75	75	Pay phone	1	75	75			
Lobby	1	62	62		1	300	300	Drinking fountain, waiting area, display cases, brochure/form pick-up area, bulletin board, help desk (secure, ballistic resistant)	1	300	300			
Community Room/Training Room			0		1	500	500	Room for 30 chairs, podium, projection screen, overhead projector, white board, bulletin boards	1	500	500			
Table and Chair Storage			0						1	80	80	Relocated from P.D. Patrol Division, make adj. to Community Room		
E.O.C. Closet			0				0		1	60	60	Closet should be adj. to Community Room		
Public Interview Room			0		1	80	80	Table and chairs for two, counter w/sink for fingerprinting	1	80	80	Fingerprinting station moved to separate room		
Public Toilets			0		2	60	120		1	60	60	Reduced from two toilets (Mens & Womens) to one Unisex toilet to accomodate new Fingerprinting Room		
Fingerprinting Room			0						1	60	60	Counter w/sink for fingerprinting		
Public Lobby Subtotal				62	Public Lobby Subtotal				1075	Public Lobby Subtotal				1215
P.D. ADMINISTRATION														
Chief of Police	1	177	177		1	275	275	Desk, credenza, book case, file cabinets; small conference table , 2 chairs, TV/VCR	1	275	275			
Private Toilet			0		1	100	100	Shower, sink, toilet	1	100	100			
Lieutenant's Office			0		1	175	175	Desk, book case, file cabinets, 2 visitor chairs	1	175	175			
Sergeants' Office	1	162	162		3	100	300	Desks, book case, file cabinets, 3 visitor chairs	3	100	300			
Conference Room			0		1	350	350	Table and 8-10 chairs, projection screen, white board	1	350	350			
Copy Room/Supplies			0		1	60	60		1	60	60			
Waiting Area			0		1	60	60	4 chairs	1	60	60			
Coat Closet			0		1	15	15		1	15	15			
Coffee Area			0		1	40	40		1	40	40			
Unisex Toilet			0		1	50	50		1	50	50			
General Storage	1	110	110		1	30	30		1	60	60	Increase from 30 s.f. to 60 s.f.		
P.D. Administration Subtotal				449	P.D. Administration Subtotal				1455	P.D. Administration Subtotal				1485
P.D. SUPPORT SERVICES														
Records Office	1	126	126		1	145	145	Desk, book case, file cabinets	1	145	145			
File Room			0		1	250	250	File cabinets	1	250	250			
Communications Room	1	290	290		1	300	300	Room and infastructure to accommodate 2 future dispatch workstations (2 Hr. rating)	1	300	300	Provide two displcher workstations, provide infrastructure for two additional workstations		
Comm. Equipment Room	1	153	153		1	100	100	Room to accommodate equipment for 2 future dispatch workstations (2 Hr. rating)	1	100	100			
Main Desk			0		1	50	50	Public transaction window and counter (secure, ballistic resistant)	1	50	50			
Server Room			0		1	80	80	Provide A/C as needed	1	100	100	Increased from 80 to 100 s.f. to accommodate additional video storage		
Toilet			0		1	60	60		1	60	60			
Break Area			0		1	60	60		1	60	60			
Work Area			0		1	40	40		1	40	40			
P.D. Support Services Subtotal				569	P.D. Support Services Subtotal				1085	P.D. Support Services Subtotal				1105
P.D. PATROL DIVISION														
Detectives/Juvenile Officer	1	221	221		2	100	200	Desks, book case, file cabinets, 4 visitor chairs	2	100	200			
Juvenile Holding Room			0		1	60	60	Unlocked room with window and fixed furniture	1	60	60			
Interview Room	1	126	126		1	80	80	Small table and 3 chairs	1	80	80	Provide infrastructure for monitoring		
Soft Interview Room			0		1	80	80	Sofa, area for toy storage	1	80	80			
Video Monitoring Room			0		1	60	60	Desk, video equipment	1	60	60			
Work Area			0		1	40	40	Counter, room for copier, printer, fax, etc.	1	40	40			
Storage			0		1	30	30	Closet for equipment	1	30	30			
Evidence Storage	1	126	126		1	300	300	Secure room, open shelving	1	300	300			
Drug Storage			0		1	30	30	Secure closet with separate ventilation	1	30	30			
Weapons Storage			0		1	30	30	Secure closet	1	30	30			
Ammunition Room			0						1	30	30	Dehumidification system		
Evidence Processing Area			0		1	120	120	Evidence lockers, fume hood for fingerprinting, counters and storage	1	120	120	Provide secure refridgerator		
Seized Vehicle Area (outside facility)												10 cars with tow truck access w/fence and monitoring		



SPACE		EXISTING			REQUIRED									
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2015		
		# s.f.	total s.f.			# s.f.	total s.f.			# s.f.	total s.f.			
Drying Room			0		1	30	30	Wet gear rack	1	30	30			
Found Property			0		1	200	200	Directly accessible to exterior for civilian claims	1	200	200			
Table and Chair Storage			0		1	80	80					Moved to Public Lobby area		
Report Preparation			0		1	120	120	Built-in computer workstations, room for 3 computers, copier, printer	1	120	120			
Patrol Supplies and Equipment			0		1	100	100	Shelving, coat rack for uniform storage	1	100	100			
Armory			0		1	50	50	Weapons racks	1	50	50			
Weapons Cleaning			0		1	50	50	Canopy fume hood, flammable storage cabinet	1	50	50			
Fitness			0		1	240	240		1	240	240			
Men's Locker Room	1	105	105		1	350	350	Lockers for 24, wet gear rack, shoe shine bench	1	350	350	Position for future growth		
Toilet	1	130	130		1	200	200	2 sinks, 2 toilets, 1 urinal, 1 accessible shower	1	200	200			
Women's Locker Room			0		1	100	100	Lockers for 8, wet gear rack, shoe shine bench	1	100	100	Position for future growth		
Toilet			0		1	100	100	1 sink, 1 toilet, 1 accessible shower	1	100	100			
Kitchenette/Break Room			0		1	150	150	Refrigerator, microwave, coffee machine, water cooler, table and 4 chairs, vending machine(s)	1	150	150			
P.D.Patrol Division Subtotal				708	P.D. Patrol Division Subtotal				2800	P.D. Patrol Division Subtotal				2750
P.D. DETENTION AREA														
Prisoner Processing/Booking			0		1	300	300	Booking station, fingerprinting station, property storage lockers, Intoxylizer	1	300	300			
Booking Cell			0						1	86	86	Adjacent to Booking room, w/wire mesh partion		
Bio-Hazard Room/Shower			0		1	60	60	Room for prisoner clean-up: toilet and shower with controls on exterior of room, door with 1 s.f. sliding lite	1	60	60			
Interview Room			0		1	80	80		1	80	80			
Prisoner/Visitor Rooms			0		2	50	100	Private rooms for visitation with secure transaction window	2	50	100			
Holding Area	1	158	158		1	100	100	Capacity: 4	1	100	100			
Male Holding Cell			0		4	86	344	Concrete bunk, combination toilet/sink/ fountain	4	86	344			
Female Holding Cell			0		1	86	86	Concrete bunk, combination toilet/sink/ fountain	1	86	86			
Isolation Cell			0		1	86	86		1	86	86	Should be a soft cell		
Prisoner Release Vestibule			0		1	75	75	Direct access to exterior, secure	1	75	75			
Sally Port	1	543	543		2	500	1000	Slab recessed 4", ramp, room for 2 vehicles, emergency eye wash/shower	2	500	1000			
Vehicle Supply Storage			0		1	30	30	Shelving	1	30	30			
P.D. Detention Area Subtotal				701	P.D. Detention Area Subtotal				2261	P.D. Detention Area Subtotal				2347

Police Department Total Program Space S.F.	2,489	Police Department Total Program Space S.F.	8,676	Police Department Total Program Space S.F. 2015	8,902
		Net to Gross Ratio - 35%	3,037	Net to Gross Ratio - 35%	3,116
		Total Gross Building Area	11,713	Total Gross Building Area	12,018

- Additional Site Notes (2015):
- Site should be divided between the Public/Front Entrance side and the Rear/Staff side with potential for a parking arm gate.
 - Parking in front should include 15 spaces and two handicapped spaces to accommodate Community Room.
 - Parking in back for employees should have 50 spaces.
 - Space for Antenna/Radio Equipment and generator/fuel tank should also be located at the rear.

SPACE		EXISTING			REQUIRED 2005			REQUIRED 2015				
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations
SUPERINTENDENT												
Office / Conference	1		0		1	400	400	Large office with space for large conference table, natural lighting, file storage, sound isolation	1	300	300	Large conference table is not necessary
Secretary	1		0		1	150	150	Office space to accommodate workstation, computer, file storage	1	150	150	
Superintendent Subtotal			0		Superintendent Subtotal		550		Superintendent Subtotal		450	
DIRECTOR OF CURRICULUM												
Office			0		1	200	200	Private space with sound isolation	1	200	200	
Administrative Assistant			0		1	150	150		1	150	150	
Director Of Curriculum Subtotal			0		Director Of Curriculum Subtotal		350		Director Of Curriculum Subtotal		350	
SPECIAL EDUCATION												
Director's Office			0		1	200	200	Private space with sound isolation	1	200	200	Changed to Business Manager's Office
Supervisor's Office			0		1	200	200		0	200	0	No longer needed
Secretary			0		1	150	150		1	150	150	
Special Education Subtotal			0		Special Education Subtotal		350		Special Education Subtotal		350	
FINANCE DEPARTMENT												
Director's Office			0		1	150	150	Private space with sound isolation	1	150	150	
Payroll / Bookkeeping			0		1	150	150		2	150	300	Two people in Payroll & Bookkeeping
Finance Department Subtotal			0		Finance Department Subtotal		300		Finance Department Subtotal		450	
FACILITIES & TRANSPORTATION DEPARTMENT												
Office / Workspace			0		1	120	120		1	120	120	
Assistant									1	120	120	Added
Facilities & Transportation Department Subtotal			0		Facilities & Transportation Department Subtotal		120		Facilities & Transportation Department Subtotal		240	
COORDINATOR												
Office / Workspace			0		1	300	300	Provide office space to accommodate 3-4 workstations	1	300	300	
Coordinator Subtotal			0		Coordinator Subtotal		300		Coordinator Subtotal		300	
SUPPORT												
Lunch / Break Room			0		1	200	200	Provide refrigerator, stove, comfortable seating, tables	1	200	200	
Conference Rooms - large			0		1	800	800	Provide conference rooms of varying sizes: large conference space for Board meetings (Board plus 50 people), appropriate lighting, acoustics	0	800	0	Not needed
Conference Rooms - medium					1	600	600	30 adults, appropriate lighting, acoustics	1	600	600	Used for Professional Development
Conference Rooms - small					2	400	800	15-20 adults, appropriate lighting, acoustics	1	400	400	One conference room needed
Storage Space			0		1	400	400	Ample vaulted storage for personnel, special education, payroll records	1	400	400	
Work Room			0		1	150	150	Provide workspace with copiers, fax machine, postage machine	1	150	150	
Supply Storage			0		1	120	120	Storage for paper, office supplies	1	120	120	
Toilet Rooms			0		4	70	280	Handicapped accessible	4	70	280	
Medical Area			0		1	150	150	Area for medical supplies, cots, separate toilet room	1	150	150	
Support Subtotal			0		Support Subtotal		3500		Support Subtotal		2300	

Board of Education Total Program Space S.F.		5,470	Board of Education Total Program Space S.F.		4,440
Net to Gross Ratio - 35%		1,915	Net to Gross Ratio - 35%		1,554
Total Gross Building Area		7,385	Total Gross Building Area		5,994

Updated
June 2015



East Hampton Board of Education

December 2005
Feasibility Study
EAST HAMPTON, CT

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Town of East Hampton

New Town Hall and Police Station Architectural Services

Bid #2017-3

Addendum #1 to the RFP – March 3, 2017

1. It has been decided that the following departments will also be part of this new facility so should be included within your scope and pricing:

Chatham Health Department – 2500 Square feet needed
Probate Court – 1800 Square Feet needed

There is also a possibility that the Board of Education will be included so please list this additional cost as an ad/alt. They require approximately 5000 square feet.

2. The scope of design services must include the communications system that will be required for dispatching services and relay in coordination with the East Hampton/Glastonbury dispatch system.
3. Scope of design services should also include IT for both Town Hall and Police Station.
4. Scope of design services must also include requirements for a back-up generator system for the Town Hall and Police Station.
5. Please be sure to separate your pricing between 4.1 and 4.2. We are looking for pre- referendum work to be priced and then the additional work required post referendum to be priced separately.
6. Just to clarify the timeline, the due date for submission of RFP responses is March 21st at 11:00 a.m. Firms will be shortlisted and notified by March 24th. Interviews will be on March 29th with the awarded firm being notified for selection on March 31st.

Town of East Hampton

New Town Hall and Police Station Architectural Services

Bid #2017-3

Addendum #2 to the RFP – March 6, 2017

1. Are we to include geotechnical engineering and soil borings in our fees?
Not at this time.
2. Do you want environmental service fees for the Phase I ESA in our fee?
Not at this time.
3. Do you want any high-performance sustainable engineering services included in our fees?
Not at this time. We are looking for energy efficiency but not requesting LEED certification at this time.
4. If Commissioning services become required by funding or grant requirements yet to be discovered, can we assume they will be hired by the town?
Yes, they will be hired by the town.
5. Are any grant funds from the state anticipated for this project and therefore the extra services related to them?
Not at this time.
6. You've asked that we include Board of Education planning as an add/alternate fee. Do you want us to include the CT OSCGR grant assistance services that are required for Board of Education components in projects? OSCGR involvement begins at the conceptual level.
Yes, in terms of evaluation, but it may not fit into the timeline.
7. Confirm that it is the Town's intent to complete the project by CM at Risk.
Confirmed.
8. Confirm that we should delete ZBA meetings from our fees but add one Town-wide pre-referendum fee to our proposal.
Confirmed.