

Request for Proposals

Hudson City Hall ADA Improvements Study

The City of Hudson seeks proposals from qualified Consultants for a study to evaluate the improvements necessary to provide access to City Hall consistent with the requirements of the Americans with Disabilities Act (ADA). The study will provide the City necessary information regarding existing conditions, code requirements, feasibility and related costs, to develop a schedule for implementation and seek appropriate funding.

The City of Hudson City Hall, located at 520 Warren Street, is a historic building located in the Warren Street Historic District. City Hall currently houses the Office of the Mayor, the City Council Chambers, the Office of the Clerk, the Office of the Treasurer, the Department of Public Works, the Office of the Assessor, and the Parking Bureau.

The scope of services shall include the following tasks:

Task 1 – As-Built Survey & Base Plan Production

Prepare basic, existing, as-built, architectural building conditions through field survey, measurements, and preparation of electronic drawings files (in AutoCAD format) for use in all aspects of this study and future work. Prepare existing condition site plan of the exterior of City Hall including parcel boundary, topography and elevation of exterior improvements and doorway thresholds. These base documents provide the foundation for all new space planning efforts and will be used to develop future construction drawings associated with the implementation of the City Hall ADA Improvements. The deliverable will be architectural floor plans for the first and second floor of City Hall and an existing conditions site plan of the City Hall parcel.

Task 2 – Architectural Space Needs Assessment

The architectural space needs for code required handicap accessibility will be quantitatively assessed by the selected Consultant, and the potential impact to existing space allocation within City Hall will be evaluated. The Consultant will meet with a select group of City department heads directly involved and affected by the proposed improvement plan to review the modifications to space allocation. The Consultant will gather pertinent information from each department regarding staff count and spatial needs. Based on the outcome of the meetings, the Consultant will prepare a space program for each department affected by the improvement plan, including, staff, type of required work space, system furniture, and hard offices.

The deliverable will be a space needs program narrative to be reviewed by the City and be used to prepare the conceptual design plans. This task shall be linked to the Building Code Review Summary completed during Task 3 (see below), to further inform the plan development and identify areas within the building that need to be addressed to comply with the code and ADA.

Task 3 – Building Code Review Summary

Conduct a review of the proposed concept floor plan and site plan consistent with the International Existing Building Code (IEBC 2015) and New York State Supplements, and the standards issued under the Americans with Disabilities Act (ADA) as they relate to City Hall in its present state. The building evaluation will identify the level of building code compliance required to be met based on the type and degree of alterations and modification necessary to

complete the proposed improvements. The building evaluation will consider the existing building as is, and the implications or ramifications associated with improvements plans including accessibility as defined in the building code. The deliverable will be a narrative summary of the findings and recommendations for building and site improvements from the building code review summary.

Task 4 – Conceptual Site and Building Renovation Plan

Prepare proposed concept floor plans, and proposed concept site plan for City Hall interior and exterior ADA improvements, and other interior improvements necessary for space reallocation to accommodate the handicap accessibility. The concept plans shall be reviewed and accepted by the City.

Task 5 – Opinion of Probable Project Costs (OPPC)

Development a conceptual, opinion of probable project cost based upon the concept renovation floor plans, building code review summary, and executive summary memorandum to make improvements to City Hall consistent with ADA (see Task 6 below). Include both hard and soft costs including any permitting requirements necessary to accommodate the buildings historic status.

Task 5 – Study Executive Summary Memorandum

Prepare a memorandum that summarizes the overall findings of the Hudson City Hall ADA Improvements Study including the extent of architectural renovations required, code deficiencies/implications, and opinion of probable project costs. Issue the as-built architectural floor plans, improvements concept floor plans, building code review summary, OPPC, and the executive summary memorandum in PDF format for the City’s review and use.

Task 6 – Study Findings Review Meeting

Attend two meetings with the City to review study findings.

Project Proposal and Fee

Project proposals shall provide a concise summary of the following:

1. Project Understanding
2. Firm Qualifications
3. Similar Project Experience with a strong emphasis given to historical buildings
4. Detailed Project Approach and Schedule
5. Fee Proposal

Project fee shall be provided with the project proposal narrative as lump sum per task.

Questions regarding this Request for Proposals shall be submitted to DPWsuperintendent@cityofhudson.org, and accepted in writing until 3 p.m. **November 20, 2018**. Questions received after this date may not be responded to. If necessary, and addendum will be issued one week prior to the proposal due date.

Submission Requirements

Submissions shall be made in PDF format, submitted to:

Mr. Robert Perry, Superintendent
City of Hudson Department of Public Works
520 Warren Street
Hudson, New York 12534
DPWsuperintendent@cityofhudson.org

Submissions shall be made no later than 2 p.m. by **Friday, November 30, 2018**. All proposals received after this date and time will not be considered.