



INCORPORATED VILLAGE OF MUTTONTOWN

One 'Raz' Tafuro Way
Muttontown New York 11791
516-364-3476

Dr. James Liguori
Mayor

Joseph Russo
Acting Clerk

Questions as of October 19, 2026

1. Will displacement of Village staff require the consultant to design temporary office space within or outside of the building or will the Village manage all staff displacement planning and logistics? - **Yes**
2. Please provide a fee template for the cost proposal. - **You will need to create one.**
3. Will the Village's security vendor provide design services? - **Previous contact information was provided and you should reach out to them.**
Will the security vendor be retained by the Village to procure and install the security devices? - **Yes**
4. Will the Village's audio visual (AV) vendor provide design services? – **Previous information was provided for AV services.** Will the AV vendor be retained by the Village to procure and install the AV system? – **Yes**
5. Will the Village's IT vendor or internal IT department provide design services? - **Previous contact information was provided and you should reach out to them.** Will the IT vendor be retained by the Village to procure and install the IT equipment? - **Yes**
6. Will the Village's furniture vendor provide design services? – **The Village does not have a vendor for furniture, you will need to address.** Will the furniture vendor be retained by the Village to procure and install the furniture? – **TBD based on the RFP.**
7. Will the Village's telecommunications vendor provide design services? – **The Village will use existing services on-site.** Will the vendor be retained by the Village to procure and install the telecommunications systems? - **Yes**



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8. Are improvements or replacement of the existing communications tower anticipated for this project? – **No, it may no longer be necessary, but to be determined at a later date.**
9. What are the anticipated design, bid and construction phase schedule durations? – **TBD based on the RFP.**
10. Does the Village anticipate the existing base building utilities and systems are adequate to support this project? - **Yes** Are any upgrades to utilities anticipated for this project? – **The Village plans to add Natural Gas services and the RFP should include such, this was mentioned in a previous question.**
11. Does the Village have a preference of architectural style for the new building? - **Yes** Is the design expected to compliment the other existing structures? – **It should match the existing structures and styles from the period.** Are there preferred architectural styles, exterior materials, roofing systems, sustainability goals, or durability standards for the new Village Hall? – **See above and should meet current codes.**
12. Will building system commissioning be provided by the Village or will the consultant include those services in the proposal? – **Unable to answer this question, so plan to provide your own response.**
13. Please describe the Village's sustainability or LEED goals for the project. – **There are none at this time.**
14. Will the Village retain and manage the special inspection agency for the project? – **This does not appear to apply.**
15. Will grant assistance, such as PSE&G grants, be included in the consultant's proposal? – **If there are any then yes.**
16. Is the Village anticipating a project labor agreement (PLA) for this project? – **Not anticipated at this time.** Will the consultant be required to include a PLA feasibility study and PLA Master Amendment in the scope of work? - **No**



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17. Is the College anticipating a single prime GC for this project? – **We are a Village and this should be a recommendation in the RFP.**
18. Are ballistic specifications required for this project? - **No** If so, please describe the extent of the ballistic protection; windows, store fronts, doors, etc.
19. Please describe the expectations of the Village regarding applicable renewable energy systems. – **There are none.**
20. Will the Village require the consultant to provide independent change order estimates? - **Yes** If so, would this be included as an allowance line item in the fee proposal? - **Yes**
21. Will the Village retain an independent construction manager for this project? - **TBD**
22. What is the expected BMS system type/specification? – **To be identified in the RFP.**
23. The RFP states a \$5 million construction budget. Does this figure include hazardous materials abatement costs, or is abatement expected to be excluded as a separate allowance or funded through a different budget? – **Yes, if necessary.** Is the \$5 million budget fixed, or does the County have flexibility to adjust it? – **We are a Village and currently have the ability to adjust it but there are no plans to do so at this time.** Does the \$5 million project budget represent the total project budget, including construction, consultant fees, permits, testing, contingencies, furnishings, technology, and other soft costs, or only the construction cost? - **Yes**
24. Will the Village retain an independent hazmat consultant for testing and reporting? - **This should be part of the RFP.** If so, will the hazmat testing/reporting be provided to the selected consultant? – **See above** Will the consultant be responsible for hazmat abatement design and specifications? – **See above**



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25. Is there a preferred or required construction start date, or a hard completion deadline driven by budget appropriation cycles, grant funding, or operational considerations? – **Not at this time for either a start date of hard completion date.**

26. Does the Village anticipate phasing construction to allow the entire or portions of the building to remain in full operation? – **That should be part of the RFP.** If so, does the County have a preferred phasing sequence? – **Once again we are a Village and we do not have a preferred phasing sequence.**

27. Are there any blackout periods during which construction activity at the Police Headquarters would be restricted, such as major holidays, high-profile events, or periods of heightened operational demand? – **Not at this time.**

28. What is the Village's expectation for design submissions, Schematic Design (30%), Design Development (50%), 100% CDs and a conformed set post bid? - **TBD**

29. Will a design presentation to the Village be required at the schematic design or any other phase? - **Yes**

30. Are cost estimates expected at any phase other than the 100% construction document phase? - **Yes**

31. Which existing due diligence materials will the Village provide, including the property survey, geotechnical information, environmental assessments, utility records, and site investigation data? – **The Village will provide data, if available as requested.**

32. Are Phase I or Phase II environmental site assessments, geotechnical borings, boundary/topographic survey updates, and utility coordination included in the consultant's scope? - **Yes**

33. Does the Village anticipate any future expansion needs that should be considered in the building layout, site plan, or building systems? – **Not at this time.**



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34. Does the Village have a preferred cost-estimating format, estimate milestones, or required cost-control procedures? - **No**
35. Are there funding restrictions, bonding requirements, or approval milestones that may affect the project budget or procurement strategy? – **Not at this time.**
36. Does the Village expect value-engineering alternatives to be developed at specific design milestones? – **No**
37. What is the target date for completion of design, bidding, construction, occupancy, and final closeout? - **TBD**
38. Does the 12-month design and engineering timeframe include environmental review, permitting, agency approvals, bid preparation, and bid award? - **Yes**
39. Are there required Village Board, Planning, Zoning, or public-meeting milestones that must be incorporated into the project schedule? – **The Village does plan public meetings but no milestones have been set yet.**
40. What review durations should the consultant assume for Village comments and approvals at each design phase? – **1 to 4 weeks depending on comments and board meetings.**
41. Is demolition, abatement, utility relocation, site clearing, or temporary facility work anticipated before construction begins? – **Most likely, but to be determined based on the RFP returns.**
42. Will temporary access, parking, public circulation, emergency access, or staff operations need to be maintained throughout construction? - **Yes**
43. Does the Village anticipate a single construction contract or separate bid packages for site work, building construction, technology, security, or furnishings? - **TBD**



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44. Are there restrictions on work hours, noise, deliveries, staging, or contractor access because of adjacent municipal, residential, or public uses? - **Yes**
45. What construction management reporting, meeting cadence, cost reporting, schedule updates, and owner decision-making procedures are expected? – **TBD**
46. Is landscape architecture included in the required scope, and if so, what level of planting, hardscape, irrigation, site furnishings, and maintenance planning is expected? - **No**
47. Are parking, accessible routes, pedestrian circulation, stormwater management, drainage, exterior lighting, signage, fencing, and site security included in the project budget? – **Yes as required based on the RFP.**
48. Are there existing trees, environmental features, drainage conditions, easements, or property constraints that must be preserved or accommodated? – **There can be no encroachment into the designated parkland areas.**
49. Does the Village have preferred plant palettes, native-species requirements, irrigation standards, or long-term maintenance expectations? - **No**
50. Is an outdoor public gathering area, ceremonial space, or other community-use landscape element desired? - **No**
51. Are there Minority and Women-Owned Business Enterprise participation goals for professional services, construction contracts, or both? – **Only if required by law.**
52. Are there Service-Disabled Veteran-Owned Business participation goals or other supplier-diversity requirements? – **Only if required by law.**
53. Will the Village require a utilization plan, good-faith-efforts documentation, certified vendor participation reporting, or periodic compliance reporting? - **Yes**



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54. Are there specific certification agencies, reporting forms, or local vendor-preference requirements that the selected team must follow? – **No other than the vendors identified in previous questions.**
55. Does the Village prefer a fixed lump-sum fee, hourly-not-to-exceed fee, percentage-based fee, or a hybrid compensation structure? – **Hybrid as to be determined.**
56. Should the fee proposal be broken down by programming, conceptual design, schematic design, design development, construction documents, bidding, construction administration, and construction management? - **Yes**
57. What level of detail is required for labor categories, hourly rates, estimated hours, subcontractor costs, reimbursable expenses, and administrative expenses? – **Standard practices that will meet all legal requirements.**
58. Are reimbursable expenses included within the proposed fee, subject to a separate allowance, or billed separately with a not-to-exceed cap? - **Yes**
59. Is there a maximum allowable consultant fee or target fee percentage within the overall project budget? – **No, but should not exceed industry standards.**
60. How should optional services, additional services, meetings beyond the anticipated scope, redesign caused by owner-directed changes, and extended construction duration be priced? – **On an as needed and approved basis.**
61. Will the Village compensate the selected team for bid alternates, multiple bid packages, value-engineering studies, agency hearing support, or post-occupancy services? - **No**
62. Does the Village have a standard professional-services agreement, insurance requirements, indemnification provisions, and invoicing format for review before fee negotiations? - **All agreements, insurance requirements, indemnification provisions,**



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and the invoicing format will be provided after approved by the Village Counsel, Insurance Team and Village.

- Please clarify if the existing Village Hall / Police department building will be demolished, or will the new building be located in adjacent location? Are any of the existing buildings of historic value and to be retained? - **That is your decision as part of RFP and No**
- Does the Village have an IT / Security / Audio-Video Consultant that you are currently using. Please confirm if these consultants should be included in the proposal? - **Yes and Yes**
 - The first bullet states that the Village's IT, AV, and Security consultants are to be included within the proposal. Can you please provide contact information for those 3 consultants so we can obtain a subconsultant proposal from them? - **The Village uses Flexible IT for IT and will if necessary use them for AV, but hasn't in the past and the contact is Jarett Miller at jmiller@flexiblesystems.com. The Village uses M. Zion Security Systems Corp. for physical door fob access and monitoring and the contact is Andrea Spingeld at aspingeld@mzion.com.**
- Has a Geotechnical report or any soils investigation been completed? - **No**
- Is the interior design, i.e. finish selections, furniture selections etc. by others or is that to be included? - **To be included**
- Besides exterior renderings, are interior renderings required? - **Yes**
- Can you clarify what "Design Report as Final Project" entails? - **The Design Report is the comprehensive written document that details the entire life cycle, methodology, results, and evaluation of the project. It will act as the definitive, permanent record of the project and justifies the design choices, and proves that the final creation meets all initial requirements**
- Any heavy storage requirements are assumed to be located in basement so that no special structural construction on the first floor will be required, please confirm? - **Correct**
- What is the anticipated number of people you would expect in the meeting hall?
- **~70 with another ~30 in the building at the same time**



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- We are assuming full site development including curbs and lighting, etc., please confirm? - **Yes**
- Are you interested in any kind of environmentally responsive site design such as bioswales? - **No**
- Are you interested in any optional power sources such as solar or geothermal. We are assuming that meeting NYS energy code minimums are acceptable? - **No optional power sources except incorporating existing backup generator into the new building and yes it must meet the NYS energy code**
- Has it been decided if detention holding for the police Department will be required, if so, there are specific NYS requirements, these requirements could be costly? - **Yes**
- How was the square footage of 2,000 sf on grade and 2,000 sf in basement calculated? We feel this square footage may be tight for the program that has been established? - **It was based on size of current building but you can propose a different size based on your analysis and site visit**

Does the Village require our services for landscaping around the new building or do you have your own who will handle it? - **This is your choice, but it is not a requirement**

- Please clarify: Can the "unrestricted parcel" on the east side of the existing building be developed or is it a conservation area? - **Yes as long as there is no encroachment into the area designated as Parkland**
- Will the building be designed to include gas? - It should, but note there currently is no gas service on the property. Or will they be all electric? - No it should not be all electric.

H2M has reviewed the Village's RFP for Architectural Design, Engineering and Construction Management Services for New Village Hall, and has prepared the following questions:



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1. Will the Village provide an updated architectural full survey or is this to be part of the proposed services? - This should be part of the proposed services.
2. Does the village have a full topography survey from last year or so available? - No
3. It was noted the parkland indicated in the survey provided is not part of the project. Please confirm there are no restrictions, access or easements etc related to the parkland. - Only the standard restrictions exist for the parkland designated area.
4. Has the Village tested the existing building to be potentially demolished for hazardous materials? i.e. asbestos, lead, and PCBs. - No
5. Please confirm the overall project budget and specifically the Construction budget, as Addendum 1 indicated "full site development" is to be included. Define the extent of the "full site development" given that fact that the site contains more developed and undeveloped areas and structures. - Full site development is specifically for just the Village Hall and associated access to all other existing buildings on the property. The budget is the estimated amount specified in the RFP.
6. After reviewing documents provided and based on discussion(s) from the walkthrough, and how the Village has established (in the RFP) the programming and project budget decisions, yet noted at the walkthrough that the direction to proceed with an option/direction is "up to us", we would recommend the Village consider taking an initial step for the project and request proposal(s) for a feasibility study possibly culminating with pre-bond services.
7. A feasibility study would hone all the needs vs. wants and provide a realistic project cost for moving forward on the project. This feasibility study would provide the actual building program, layout(s), aesthetics, and costs of the project through a third-party cost estimate to determine the most viable, functional, cost-effective option within the Village's budget. Let us know if this is something the Village would consider before services described in the RFP as written. - Not at this time.
8. Is the Village planning on going for a public bond vote to obtain the funds for this project? - That is still to be determined.



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- What is the timing the Village expects for the bond? - TBD
- Who is the Village's bond counsel? - TBD
- Does the village need to go through the SEQRA process to go through a bond vote and does it need to be included in the proposal? - Yes and No
- Will the Village require any renderings and images of the proposed work to market the project to the public for the bond vote? - TBD

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