

**ADDENDUM NO. 4
RFP NO. 13G67
REQUEST FOR PROPOSALS FOR
FEASIBILITY STUDY,
ENGINEERING, DESIGN, BID PREPARATION & CONSTRUCTION
OBSERVATION & SUPERVISION SERVICES FOR
THE TOWN HALL ANNEX**

September 24, 2013

To All Proposers:

This Addendum forms part of the contract documents and modifies the original specifications and drawings.

This Addendum must be attached to the original RFP and submitted with your proposal or your proposal may be considered incomplete. Please note the bid opening date remains Thursday, October 3, 2013 at 10:00 a.m. All proposals must be received in the Purchasing Dept. no later than 10:00 a.m.

The following are revisions/clarification to the specifications:

We have received many questions regarding the Feasibility Study and the budget for the project. A Feasibility Study/Report will **not be required**.

The successful firm will be required to meet with the various departments one time only.

Budget – The Town does not have a budget established for all of the work detailed in the RFP. The renovations will be done in phases over a four (4) year period. Each phase of the renovations will be bid separately over the course of four years. The consultant is expected to prepare bidding documents for each project and will provide construction administration, supervision and inspection services for each phase of the construction. The Town will follow all of the requirements the WICKS law and is not considering the use of Project Labor Agreements at this time. Consultant must include the estimated construction costs in their proposal.

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It is the Town's intent to seek LEED certification for the work. The Town may elect to have the successful firm perform the commissioning, Proposers should submit a separate cost for this item. If the Town elects to hire a separate firm for the commissioning, the consultant will be expected to work in conjunction with the LEED consultant.

The Town has not yet made any decisions as to the relocation of employees during the renovations. If necessary, temporary trailers may be considered.

During the walk-through it was asked if the Annex was an official emergency shelter. The answer is No. The building is sometimes used as a "temporary refuge" center during an emergency only i.e. Superstorm Sandy.

A question was also asked regarding the relocation of the communications tower. The Tower will remain at its current location.

A request was made for a listing of all departments, programs and the hours of operation.

All Town departments are open from 8:00 a.m. – 4:30 p.m., Monday through Friday. The exceptions are Public Safety, which occupies the building seven (7) days per week, 24 hours a day. There are also various programs that are operational in the evenings and weekends.

If you have any questions regarding this Addendum No. 4, please contact me via email at klynch@townofbabylon.com.

Kathy Lynch
Town of Babylon
Purchasing Dept.