



**REQUEST FOR PROPOSALS (“RFP”)
FOR ARCHITECTURAL SERVICES
FOR THE TOWN OF POUND RIDGE POLICE DEPARTMENT**

Release date: June 27, 2024

Due date: July 30, 2024

The Town of Pound Ridge (“Town”) invites proposals from architectural firms licensed and authorized to operate within the State of New York for conceptual design services for an enlarged facility to house the Pound Ridge Police Department at 177 Westchester Avenue.

Purpose

The intent of the RFP is to identify the firm best qualified to evaluate the existing 1,000sf Police Department facility, to assess the relative merits of expansion versus new construction, to provide the Town with at least one conceptual design for a new or expanded Police Department facility, and to provide a preliminary estimate or estimates of construction costs. The selected architect will work with and at the direction of the Town Supervisor, the Building Inspector, and the Police Chief. The conceptual design(s) will incorporate the following:

- Twice the square footage of the existing 1,000 sf building
- An expanded locker room and increased Police Department storage space
- A court clerk office and court storage space
- Headquarters for the Office of Emergency Management and space for a post-event shelter
- Compliance with state-mandated requirements and other requirements as determined by the Police Chief and Building Inspector
- A cost-effective construction plan
- Alignment with the character of the Town as outlined in the Comprehensive Plan and the Town Code

Requirements

Each proposal shall be prepared concisely, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. Proposals should include the following:

- Overview of approach to the project
- Qualifications and certifications
- References (names, titles, addresses and phone numbers of key contacts for five clients, ideally clients for whom the Architect has undertaken similar projects)

Architects will also be required to provide an oral presentation and will be contacted by the Supervisor's office to arrange a time.

Evaluation

The Town will evaluate each firm with emphasis on the following factors:

- Ability to provide a conceptual design that meets the goals of the Town and the Police Department
- Prior experience in providing services similar to those required for this project
- Overall expertise and organizational strength
- Cost
- References

The Town reserves the right to select the architect whose proposal best meets the requirements of the RFP, and not necessarily those with the lowest estimated budget.

Submission

Proposals must be received by 4:30 pm on July 30, 2024. Respondents must submit five full-size hard copies, delivered either by hand or by certified mail, and must also submit a digital version, which may be sent via email. Direct submissions to the following address:

Office of the Town Clerk
179 Westchester Avenue
Pound Ridge, NY 10576

email: townclerk@townofpoundridge.com

All materials submitted shall become property of the Town, will not be returned, and will be subject to disclosure under the Freedom of Information Act.