



2021 Municipal Office Proposed Interior Renovation RFP-2021-FO450

Questions & Responses from September 30, 2021 site walk through

QUESTION	RESPONSE
1 The restrooms that are included in the scope are small and will most likely have to be modified to meet ADA guidelines, as outlined in the RFP. These restrooms may have to increase or decrease in size to adhere to the codes. Is the Township aware of this, and are they ok with potentially changing the footprint?	Yes
2 Part of our scope as outlined is to produce a construction cost estimate, but does the Township already have a budget in mind for the construction?	No, construction budget will be driven by final design
3 In the Overview it lists the building's entire existing mechanical system will need to be evaluated by the selected firm. In the bid we will be providing, is the Township only looking for a fee to assess the existing mechanical system, or are they looking for an all-in number that includes assessment and the re-design work?	All -in - number
4 For the office furniture, will the Township be working with a furniture consultant directly to purchase and procure all furniture? Or is price expected to be included in the bid as well? Is the Township looking for the design firm to provide furniture specifications?	Office furniture layout and design to be included.
5 Does the Township already have a low voltage consultant?	Yes
6 Server upgrades are listed as needed. Can the Township clarify what this scope includes exactly?	Server is currently located in a larger storage room. We would like a smaller room built around the existing sever to protect it.
7 Was the September 30th walkthrough mandatory?	No
8 Can I get a copy of sign-in sheet.	Yes
9 Can we get the number of people in each department?	Yes, See Chart Below

# Staff:	
6	Clerks: Clerk, Deputy, Elections Coordinator, FOIA Coordinator & 2 support staff
5	Treasury: Treasurer, Deputy Treasurer, 3 support staff
5	Assessing: Assessor, 4 support staff
4	Accounting: Finance Director, Purchasing, Accounts Payable, GL/Budget
4	HR: Director, Coordinator, Benefits Coordinator, Payroll Clerk (*)
6	Supervisor: Supervisor, Deputy, Management Coordinator, Supervisor's Asst, Communications Asst, IT
4	Trustees

(*) HR Dept will be moving out of this area into a different part of the building