

## MEMORANDUM

*Village of Mamaroneck*



To: Jerry Barberio, Village Manager

From: Daniel J. Sarnoff, Assistant Village Manager

Re: Request for Proposals – Conceptual Design to Consolidate Administrative Facilities

Date: June 5, 2019

P 914-777-7703

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[www.villageofmamaroneck.org](http://www.villageofmamaroneck.org)

In regard to the above captioned subject, the Village issued a Request for Proposals on April 29, 2019. It was posted on BidNet and sent to 232 vendors registered to receive notices of this type. A walk through was held on May 21, 2019 at which nineteen (19) vendors participated. On the response date, May 30, 2019, nine (9) proposals were received as follows:

Bar Down Studios 257B Main Street Beacon, NY 12508	BBS 244 East Main Street Patchogue, NY 11772	DCAK-MSA Architecture 53 Hudson Avenue Nyack, NY 10960
Geddis Architects 71 Old Post Road Southport, CT 06890	H2M Architects and Engineers 2700 Westchester Avenue, Ste 415 Purchase, NY 10577	Langan (with Design Development) One North Broadway, Ste 910 White Plains, NY 10601
Lothrop Associates 333 Westchester Avenue White Plains, NY 10604	Ronette Riley Architect 22 Elm Street Dobbs Ferry, NY 10522	Stephen Tilly Architect 494 8 <sup>th</sup> Avenue New York, NY 10001

Village Manager's office staff conducted an initial review of the proposals. As this is a professional service, the Village is not required to proceed with the lowest cost. Key factors in this analysis included: clear understanding of the project scope; professional expertise of the individuals assigned to this project; experience with similar projects, specifically site selection and design of public facilities; cost, etc.

After conducting this initial review, we recommend the following firms be shortlisted as their responses conveyed a clear understanding of the project scope, had significant experience with both site selection and design of public facilities (both public safety and administrative space)..

<b><u>Firm</u></b>	<b><u>Proposal Amount</u></b>
Geddis	\$27,500
Lothrop Associates	\$40,000
Ronette Riley Architect	\$92,000
Stephen Tilly Architect,	\$62,900

Please note that the above is not a numerical ranking of the proposals, but rather an alphabetical listing of the firms.

Staff recommends that in order to move forward, copies of the four (4) proposals be sent to the following Village Staff for a detailed review – including possible interviewing of candidates – and recommendation for award to the Village Board of Trustees:

**Staff Review Team**

Barberio, Jerry	Village Manager
DeAlmeida, Hernane	Village Engineer
Derrico, Christie	Village Justice
Fusco, Agostino	Clerk-Treasurer
Gallagher, Dan	Village Justice
Gray, Dan	Building Inspector
Leahy, Chris	Police Chief
Sarnoff, Dan	Assistant Village Manager
Shiffer, Mary	Capital Projects Management

Although a meeting has not been scheduled at the time this memorandum is being prepared. It is anticipated that it should be held within the next two weeks with a recommendation for award to be submitted to the Board for the first meeting in July.

Given the high profile of this RFP, I would respectfully request that this item be placed on the agenda for the Board's review at their June 10, 2019 meeting.