

TOWN OF PELHAM, NEW YORK

REQUEST FOR PROPOSALS

Municipal Facilities Planning and Future Needs Assessment
RFP Information

Issued by	Town of Pelham, New York
RFP Title	Municipal Facilities Planner / Facilities Master Planning Consultant
RFP Issue Date	Friday, February 13, 2026
Questions Due	Thursday, March 5, 2026
Proposals Due	Tuesday, March 17, 2026, 5pm
Contact	Theresa K. Mohan, Town Supervisor Supervisor@townofpelhamny.gov
Delivery Method	6 copies plus a thumb drive, delivered to Town Clerk's office, Pelham Town Hall, 34 Fifth Avenue, Pelham NY 10803

1. Introduction and Purpose

The Town seeks proposals from qualified planning/architecture/engineering consulting firms (or teams) to provide municipal facilities planning services culminating in a data-driven, actionable facilities plan. The plan must address: (i) current conditions and utilization, (ii) operational needs, and (iii) recommendations for future facility and space needs so the Town can make informed decisions regarding maintenance, renovation, expansion, consolidation, co-location, and capital planning.

This project is a planning and decision-support effort and does not include final architectural or engineering design, construction documents, or permitting, unless expressly authorized as an optional add-alternate.

2. Background

The Town operates multiple municipal facilities supporting core government functions and community programs. The Town desires a professional assessment and forward-looking plan to guide near-, mid-, and long-term investment decisions.

Facilities potentially in scope may include (final list confirmed at kickoff):

- Town Hall / administrative and public-facing services
- Daronco Town House / community and meeting space
- Recreation-related facilities and program spaces operated by the Town
- Storage and supporting spaces used for Town operations
- Other Town-owned or Town-operated facilities as identified during kickoff

3. Project Goals and Objectives

Proposals should address the Town's need for:

- A baseline understanding of current facility conditions and utilization
- A space-needs and operational analysis grounded in realistic service delivery requirements
- 2–4 feasible facility scenarios with tradeoffs and rough-order-of-magnitude (ROM) costs
- A prioritized implementation roadmap with phasing and dependencies
- A future needs assessment projecting facility/space requirements over time (e.g., 5/10 year horizon), with recommendations aligned to anticipated service and community needs

4. Scope of Services

Respondents should propose a methodology that covers, at minimum, the tasks below. Proposers may recommend refinements if clearly justified.

Task A — Project Initiation and Work Plan

- Kickoff meeting; confirm goals, facilities list, stakeholders, and success metrics
- Develop detailed work plan, schedule, meeting cadence, and information requests
- Identify decision points and interim deliverables

Task B — Existing Conditions Assessment

- Review available documents (drawings, prior studies, maintenance records, capital plans, utilization data)
- Site visits and walkthroughs
- High-level condition observations (structure, envelope, MEP, accessibility, life safety, acoustics)
- Identify code/ADA considerations and where specialist follow-up may be required

Task C — Current Space Needs and Operational Analysis

- Department/program interviews and workflow mapping
- Space inventory (what exists) vs. current functional needs (what is required)
- Utilization analysis, adjacencies, public-facing service design, meeting space needs
- Identify constraints and opportunities (privacy, security, storage, records, technology, accessibility)

Task D — Future Needs Assessment and Recommendations (Required)

The Consultant must provide a structured assessment of future facility and space needs, including:

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- A forecast of service and operational demand drivers (e.g., programming growth, staffing patterns, service delivery models, technology changes, emergency readiness, accessibility expectations)
- Consideration of relevant external drivers (e.g., demographic trends, climate resilience needs, evolving building standards, sustainability/energy goals)
- A recommended future space program (high-level), indicating what types of spaces/capacities will be needed and why
- Time horizons (recommended minimum): 5 years and 10 years
- Implications for facility strategy (renovate/expand/consolidate/new build/lease/swing space) and triggers/decision points (e.g., “if X grows by Y, then consider Z”)

Task E — Options Development and Scenario Planning

Provide 2–4 scenarios, which may include combinations of:

- Renovate/modernize existing facilities
- Reconfigure space / improve utilization
- Expand targeted facilities
- Consolidate or co-locate functions
- Address accessibility and life-safety needs
- Sustainability/energy efficiency opportunities (e.g., electrification readiness, envelope improvements, HVAC modernization)

Each scenario should include:

- Narrative description and assumptions
- Pros/cons, key risks, and dependencies
- ROM cost ranges and schedule implications
- Operational impacts (disruption, swing space needs, phasing feasibility)
- Alignment with the future needs assessment (Task D)

Task F — Stakeholder and Public Engagement

- Identify stakeholder groups and engagement approach
- Facilitate a reasonable number of sessions (e.g., staff workshops + 1–3 public sessions)
- Summarize themes and incorporate into scenarios and recommendations

Task G — Recommended Plan and Implementation Roadmap

- Recommend a preferred path (or decision framework if multiple remain viable)
- Prioritized projects list (near-term 0–2 years; mid-term 3–5; long-term 6–10+)
- Phasing/sequencing plan and dependencies

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- Governance and decision-making milestones
- Funding strategy considerations (capital budgeting; grant opportunities if relevant—no guarantees)

5. Deliverables

At a minimum, the Town expects:

- Project Work Plan (schedule, meetings, data needs)
- Existing Conditions Summary (site visit findings + document review summary)
- Current Space Needs Assessment (inventory vs. needs, utilization, adjacencies as appropriate)
- Future Needs Assessment Report (Task D) including 5/10/20-year outlook and recommended future space program
- Scenarios / Options Memo (2–4 options with ROM costs and tradeoffs; must reference future needs)
- Draft Facilities Plan (for Town review)
- Final Facilities Plan incorporating Town feedback
- Presentation Materials suitable for Town Board/public presentation (slide deck + executive summary)
- Format: Searchable PDF plus editable source files (Word/Excel/PowerPoint where applicable).

6. Questions and Clarifications

All questions regarding this RFP shall be submitted in writing to Theresa K. Mohan, Supervisor Town of Pelham, at supervisor@townofpelhamny.gov, no later than Thursday, March 5, 2026, 5pm.

To ensure a fair and transparent procurement process, responses to substantive questions may be issued in writing to all known proposers, via addendum, at the Town's discretion. Proposers shall not contact other Town officials, employees, or consultants regarding this RFP. Any oral responses or information provided shall be considered non-binding unless issued in writing by the Town.

Site Visits (By Request Only):

Proposers may request a site visit by submitting a written request to the Town contact identified above no later than Thursday, March 5, 2026.

Site visits, if approved by the Town, will be scheduled at the Town's discretion and may be conducted individually or in small groups. Attendance at a site visit is optional, is not required

for proposal submission, and will not be considered in the evaluation of proposals. Information provided during a site visit shall be considered non-binding unless formally issued in writing by the Town as an addendum to this RFP.

6. Proposal Submission Requirements

Proposals should include:

- Firm/team overview; key personnel and roles
- Relevant experience with municipal facilities planning and space programming
- Proposed methodology and work plan addressing Tasks A–G (including future needs)
- Public/stakeholder engagement approach
- Project schedule and assumptions
- Fee proposal (lump sum or detailed not-to-exceed with optional add-alternates)
- Three references for comparable projects
- Required forms/insurance/standard disclosures: [insert Town requirements]

7. Evaluation Criteria

- Understanding of project goals and quality of approach (including future needs methodology)
- Relevant experience and qualifications of team
- Demonstrated ability to deliver actionable, implementable plans with realistic cost ranges
- Engagement approach and communication quality
- Fee and overall value
- References and past performance
- The Town may, in its discretion, evaluate add-alternates for value and may award the base scope with or without any add-alternates. Pricing clarity and the proposer’s approach to optional services may be considered.

8. Town Rights and Reservations

The Town reserves the right to reject any/all proposals, request clarifications, conduct interviews, negotiate scope/fees, and award in the Town’s best interest.

9. Optional Add – Alternatives

1. MEP Engineering Assessment and Concept Options (Optional)

Proposers shall provide a separate, itemized fee for optional MEP engineering services for the Town facilities included in this project.

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MEP refers to Mechanical (HVAC/ventilation), Electrical (power/lighting/emergency systems), and Plumbing (domestic water, sanitary, storm, and related piping/gas) systems.

If selected by the Town, the consultant (or subconsultant) will:

- Perform MEP-focused site investigations and review available as-builts/records
- Provide a baseline condition assessment of major MEP systems, including general remaining useful life and observed deficiencies
- Evaluate capacity and constraints relative to current use and the project's future needs scenarios (e.g., electrical capacity, HVAC zoning/airflow, domestic hot water capacity)
- Identify near-term corrective actions and mid/long-term upgrade pathways
- Develop concept-level recommendations (non-final design) for upgrades aligned with the recommended facilities strategy
- Provide ROM cost ranges and potential phasing considerations to reduce service disruption

Deliverable (if selected): a concise MEP memorandum and summary tables suitable for inclusion in the Facilities Plan.

Proposal format requirement: The fee for this Add-Alternate must be shown separately from the Base Scope and may be proposed as (i) a lump sum, or (ii) not-to-exceed with hourly rates and a task-level budget.

2. Conceptual Test-Fits / Space Test-Fit Layouts (Optional)

Proposers shall provide a separate, itemized fee for optional conceptual test-fit services to illustrate how the Town's current and/or future space program could be accommodated within one or more Town facilities.

If selected by the Town, the consultant will:

- Translate the Town's space program (headcount, room types, and functional requirements) into approximate square footage by function
- Prepare concept-level layout studies (non-construction drawings) for selected facilities/floors showing: blocking and stacking diagrams, key adjacencies and public-facing circulation concepts, and two (2) or more alternative test-fit options per selected facility/floor (unless otherwise agreed)
- Identify major constraints and implications, including privacy, meeting space adequacy, accessibility pinch points, records/storage needs, and likely construction disruption considerations at a high level
- Summarize each option's operational pros/cons and how each aligns with the future needs assessment

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Deliverables (if selected): test-fit diagrams/plans in PDF (and editable format if produced in CAD/Revit) and a brief summary memo comparing alternatives and listing key assumptions.

Clarification: Test-fits are planning-level and do not include final architectural design, stamped drawings, or permitting documentation.

3. Swing Space and Continuity of Operations Plan (Optional)

Proposers shall provide a separate, itemized fee for an optional swing space / continuity of operations plan to maintain Town services during renovation, reconfiguration, or construction phases associated with recommended facility strategies.

If selected by the Town, the consultant will:

- Identify which functions/services require continuous operations and their minimum requirements (public access, privacy, security, records storage, IT/connectivity, meeting space)
- Develop one (1) or more phasing and relocation sequences showing how departments/services could be temporarily relocated during construction
- Identify potential swing space options, which may include underutilized Town-owned spaces, short-term leased space, modular/temporary units (if feasible), and shared or staggered scheduling approaches
- Outline key operational considerations: move logistics, furniture/equipment needs, IT setup, security, signage/wayfinding, ADA access, and public communications needs
- Provide ROM costs and schedule implications associated with swing space and moves (e.g., leases, temporary IT, movers, modulars, furnishings)

Deliverables (if selected): swing space plan memo and phasing diagrams; a relocations matrix (function → temporary location → requirements → timing); and ROM cost and schedule summary.

Fee Proposal Summary for Base Scope and Add-Alternates

Proposals should include a pricing summary in substantially the following form (or equivalent):

Base Scope (Tasks A–G)	\$
MEP Engineering	\$
Conceptual Test-Fits	\$
Swing Space Plan	\$

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Required: Identify assumptions, exclusions, and what facilities/floors are included for each alternate.