

## **Town of Poughkeepsie Request for Proposals: Design of Interior Town Hall Spaces at New Town Hall Site**

Dated: April 3, 2026

### INTRODUCTION AND INTENT OF RFP:

The Town of Poughkeepsie is soliciting proposals from professional and qualified firms for design of interior spaces for Town offices, meeting rooms, and support spaces at the new Town Hall at 244 Boardman Road. The Town is purchasing the Gilkeson Classroom Building and adjacent sports fields from the Poughkeepsie Day School (PDS); the school has subdivided the property and will continue to own and operate from the Kenyon House mansion. The Town anticipates closing in mid-April; PDS will lease back the property until the end of the school year.

The Town wishes to complete design work in May and June, before taking ownership in July. It seeks to complete construction work in late summer and fall 2026 in order to move Town Hall in early 2027.

\*\*\*Please Note: Supervisor Edwards is offering a walk-through of 244 Boardman Road on April 9, 2026 at 4:30pm. Please contact her at [redwards@townofpoughkeepsie-ny.gov](mailto:redwards@townofpoughkeepsie-ny.gov) for more information\*\*\*

Proposals will be accepted until **Wednesday April 15 at noon**. Proposals may be submitted to the Town Clerk's Office at Town Hall, Upper Level, 1 Overocker Road, or by email to [townclerk@townofpoughkeepsie-ny.gov](mailto:townclerk@townofpoughkeepsie-ny.gov).

### SCOPE OF SERVICES:

Town Hall offices, currently located in a two-story 23,280-square-foot building at 1 Overocker Road, will be relocated to the new site, where all offices will be on a single level. With minor exceptions, new offices will occupy the same square footage as in the current building.

Design work should take into account specific departmental needs, including

- Department layout within the new building using the following considerations
  - Separation from community use spaces and Town Hall offices
  - Locations of offices with the most visited offices, to the extent practicable, located near the front lobby.
  - Accessibility and public access to the building and offices.
- Efficient layout of office spaces for each department including support space.
  - Security considerations, including separation of public and staff spaces by use of service counters or windows.
  - Layout of furniture and storage cabinets.
- Electrical design to include outlets and lighting for each department and public space within the Town Hall area.
- IT infrastructure layout to accommodate new office areas in coordination with the Towns IT Director.
- If required, any design to existing plumbing systems to accommodate the new Town Hall

needs.

- Coordinate with Towns HVAC Consultant once final layout is accepted, and the Town approves the production of construction documents. (HVAC work to be designed separately)

Attached to this RFP are drawings of the current configuration at Town Hall (Attachment 1), square-foot calculations of current Town Hall usages (Attachment 2); and a drawing of the Gilkeson Building (Attachment 3) with an indication of the anticipated location of Town Hall offices and meeting spaces (there is some flexibility in the latter). Note that the building at 244 Boardman also includes a theater, gym, industrial kitchen, and additional spaces that will be used for community services and recreation. *This proposal does NOT include design work for those spaces but focuses only on the portions of the building to be used for Town Hall offices and meeting space.* Except for any changes to doors and windows, no design work on the building exterior is anticipated.

The Town seeks a professional firm (the “Contractor”) to perform the following services (the “Services”):

1. Review the current interior layout and usage of Town Hall, including conversation with Town Hall employees about usage and needs.
2. Review interior spaces at the current Gilkeson Building.
3. Determine the best design for locating Town Hall spaces in the new building, producing at least two drafts—ideally three--to allow feedback and adjustments prior to producing construction documents.
4. Provide estimated cost for the renovation work to create the new Town Hall offices.
5. Provide a complete set of Construction Documents if conceptual plan is approved by the Town to bid renovation work for the new Town Hall offices.

The final report should include construction documents of the interior layout indicating construction changes that will be needed (walls, doors, service windows) and proposed furniture placement, to assist with IT planning and ensure that HVAC modifications (to be completed separately, when design work is sufficiently advanced) will meet the needs of the redesigned space.

The contractor will have the opportunity to work with the Town Building Department, Engineer, HVAC consultants, etc. as needed.

#### PROPOSALS:

Each proposal shall include the following information:

1. **Statement of Qualifications:** A description of the firm submitting the proposal and qualifications of relevant staff. Experience with municipal office facilities should be highlighted.
2. **References:** At least two references where similar services were provided.
3. **Proposal for Services:** A proposed methodology, schedule, and cost for performing the Services described above. Cost may be proposed using a flat fee, hourly rate, or

other billing structure. Please include the option of producing ~~conceptual drawings~~ construction documents in the case of a “feasible” conclusion.

Please direct any questions on this RFP to: Rebecca Edwards, Town Supervisor, 1 Overocker Road, redwards@townofpoughkeepsie-ny.gov

SELECTION OF CONTRACTOR:

**EVALUATION OF PROPOSALS:** The Town’s objective in soliciting proposals is to enable it to select a Contractor that will provide high quality and cost-effective services. The Town will consider proposals only from respondents who, in the Town’s sole judgment, have demonstrated the capability and willingness to provide high quality service to produce the deliverables described in this RFP.

Proposals will be evaluated by the Town based on a range of factors, including but not limited to the following: related experience, references, resumes of key personnel, and fee schedule.

**SELECTION OF CONTRACTOR:** The Town reserves the right, at its sole discretion, to select any proposal it chooses and negotiate with one or more applicants to derive a contractual outcome, which may differ from the original RFP. The Town is not bound to accept any proposal. The lowest price proposal will not necessarily be accepted.

GENERAL CONDITIONS:

**SUBCONTRACTING:** The selected contractor shall not have the right or power to assign, subcontract, or transfer interest in its contract with the Town without the express permission of the Town. If the Contractor intends to use subcontractors for any portion of the services proposed, the subcontractors should be identified in the proposal.

**CONFLICT OF INTEREST:** All proposers must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of the Town of Poughkeepsie. All proposers must also disclose in writing with their proposal the name of any employee of the Town of Poughkeepsie who owns, directly or indirectly, an interest of five percent or more of the proposer’s firm or any of its subsidiaries. By submitting a proposal, the proposer certifies that there is no relationship between the proposer’s firm and any person or entity which gives the appearance of a conflict of interest related to this RFP.

**INSURANCE COVERAGE:** During the term of the contract, the selected Contractor will be required to provide commercial insurance in accordance with the Town’s insurance requirements.