



REQUEST FOR PROPOSAL

*Patchogue Arts Council • Museum of Contemporary Art Long Island
312 E Main Street Renovation*

1.0 **INTRODUCTION AND PROJECT DESCRIPTION**

1.1 ABOUT PATCHOGUE ARTS COUNCIL • MUSEUM OF CONTEMPORARY ART L.I. (PAC • MOCA L.I.)

The Patchogue Arts Council (PAC) is a 501(c)(3) non-profit organization founded in 2008 to help implement the Village of Patchogue's arts revitalization strategy. Its Museum of Contemporary Art L.I. is in the Artspace building on Terry Street in downtown Patchogue. Since its founding, it has established itself as one of Suffolk County's leading arts non-profit organizations producing critically acclaimed exhibitions while supporting the development of new works and public art. Its innovative programming emphasizes community engagement and frequently features under-represented contemporary artists from throughout the Long Island community. Their interdisciplinary educational program is supported by a multi-year grant from the U.S. Department of Education.

PAC's board and staff are deeply committed to its mission. They come from various backgrounds, including local Patchogue government and higher education. Several board members are working artists. The staff is small; with only two salaried employees, Executive Director, Beth Giacummo and Director of Programming, John Cino, who handle the day-to-day operations. Both are founders of the organization along with Board President, Lori Devlin who is a former Patchogue Village Trustee and current Village Clerk.

PAC's support comes from its members, individual donors, corporate sponsors, private foundations, and government granting agencies including National Endowment for the Arts (NEA), U.S. Department of Education (USDOE), New York State Council for the Arts (NYSCA), U.S. Department of Justice (USDOJ), Suffolk County Cultural Arts, and the Patchogue Village Business Improvement District.

PAC acts as the public art consultant for Patchogue Village and its Community Development Agency, guiding the implementation of projects that include banners, murals, and paver art. They partner regularly with local stakeholders, including Eastern Suffolk BOCES, the Greater Patchogue Chamber of Commerce, Patchogue-Medford Library, Head Start and Sepa Mujer.

PAC is seeking proposals to transform an existing 2700+ square foot building at 312 East Main Street, East Patchogue into a cultural arts center. The Patchogue Arts Council (PAC) has been selected by the Town of Brookhaven (TOB) to build a cultural facility on the site. This project is a "community benefit" as defined under the Town of Brookhaven's (TOB) Incentive Overlay District. The property is currently owned by the developer of the Greybarn project, R-Squared, who will be transferring the property to the Town at the conclusion of the renovations. They in turn will lease it to the arts council. The ultimate ownership will be that of a municipality; the project will be required to adhere to New York State prevailing wage regulations.

To read more about PAC ... <https://patchoguearts.org/about/>



1.2 PAC•MOCA L.I. MISSION AND VISION

STATEMENTS

- MISSION STATEMENT

The mission of Patchogue Arts Council, Inc. is to ambitiously educate, support, and elevate the arts-community. This includes artists at all stages of their careers as well as supporting the development of new works and public projects through exhibitions and innovative programming that emphasize community engagement while aiding in the revitalization and sustainability of the community.

- VISION STATEMENT

PAC takes considerable pride in supporting Long Island artists as well as creating and providing substantial support and opportunities for them to create new work. Its ongoing outreach educates the community and visitors to understand art and its importance while bringing contemporary art to emerging artist communities. PAC's programs have a positive economic impact by creating a destination that encourages appreciation of cultural arts through high-quality museum programming.

- PROJECT MISSION AND PROJECT VISION STATEMENTS

The Patchogue Arts Council seeks to create a multi-disciplinary cultural center on Main Street in East Patchogue in concert with the Town of Brookhaven to serve the south shore Brookhaven Township and the greater Long Island community. PAC's east side art center will be a vibrant hub that fosters creativity, collaboration, and community engagement. Rooted in artistic expression and cultural exploration, the center will serve as a haven for artists, learners, and enthusiasts alike providing facilities for education, multi-disciplinary presentations, exhibition, small productions, and expansion of programming. Currently PAC is only seeking to renovate the main building on the property.

1. Second Floor: Multifunctional Space

- *A spacious area dedicated to workshops, presentations, artistic gatherings, and arts education.*
- *Large tables for hands-on creativity and interactive sessions.*
- *Open office space with multiple workstations, encouraging collaboration and idea exchange.*
- *A separate office for the executive director, ensuring efficient management.*
- *A small kitchenette for refreshments and nourishment.*
- *An ADA-compliant bathroom for accessibility.*

2. Second Floor: Small Research Library

- *A space for public readings, study, and research.*
- *Equipped with a computer workstation and color printer.*
- *Housing a collection of art-related literature and resources.*



3. Ground Floor: Welcoming Space

- *A warm welcome desk near the entrance, inviting visitors and providing information.*
- *Adjacent to the entrance, a small gift shop showcasing unique art pieces and merchandise.*
- *A small bar will be needed for coffee and refreshments including wine (to be served in conjunction with PAC's lecture series: Wining About Art).*

4. Ground Floor: Art Gallery / White Box Space

- *Most of the ground floor will be an expansive, open area.*
- *Designed as a versatile art gallery, it will accommodate exhibitions, installations, and performances.*
- *The white box aesthetic ensures a neutral backdrop, allowing artworks to shine.*

5. Ground Floor: Artist's Studio and Sleep Space

- *Towards the back half of the floor, an artist's studio awaits.*
- *A serene retreat where creativity flows.*
- *Adjacent to the studio, a cozy sleep space for visiting creators.*
- *An additional ADA-compliant bathroom.*

6. Basement

Clean storage and art storage

1.3 PROJECT PROGRAM STATEMENT

Complete renovation of existing 2-story wood framed structure (±2,700 sf + attic) and surrounding property to accommodate art exhibition, performance, reception spaces and bathrooms on the first floor and office, meeting & educational space on the second floor. The second floor should also have a bathroom (with shower) and a small kitchen. The partial basement may be used for studio work and for storage. The project must include an elevator to access the second floor, preferably located on the exterior. The renovation work must result in each floor of the building, and its spaces meeting applicable ADA compliance criteria.

The scope of services includes the following phases of work as described in attached "Scope of Services" section of this document. The proposal shall include a lump sum fee, delineated as a percentage of the overall design fee for the following 6 phases. Project cost estimates are required at schematic, design development, and the construction document phases of the design.

- 2.0 Program Verification and Conceptual Design – 3 Architectural concepts, 3 Finishes options
- 2.1 Schematic Design (including independent project cost estimate)
- 2.2 Design Development (including independent project cost estimate)
- 2.3 Construction Document Phase (including independent project cost estimate)
- 2.4 Bidding Phase
- 2.5 Construction Administration Phase



3.0 PROPOSED SCHEDULE AND PROJECT COST

- 3.1 *PAC • MOCA L.I.* project budget range for RFP response purposes is 1.5 – 2 million.
- 3.2 Please indicate within proposal submission, percentage of fee for each stage of the project delineated in Section 2.0 above.
- 3.3 *PAC • MOCA L.I.* goal, if possible, is to complete this renovation for use by 2026 – 2027.
- 3.4 The design team, within their response, shall suggest an approach, or combination of approaches that they would employ through the design and construction process to achieve the schedule goal.

4.0 DETAILED RESPONSE REQUIREMENTS

All submissions shall include the following:

4.1 SCOPE, APPROACH & METHODOLOGY

- 4.1.1 Provide Mechanical/Electrical/Plumbing (MEP), Structural, Environmental, Landscape and Civil design consultants including resumes of staff who will work on the project.
- 4.1.2 Provide a description of work by task for each sub-consultant.
- 4.1.3 Provide details on the frequency and type of site visits during each phase of the project.
- 4.1.4 Provide a draft schedule for the programming, testing, verification of existing conditions and design work to include milestones and deliverables including alternatives that will address *PAC • MOCA L.I.* goals.

4.2 DETAILED AND ITEMIZED PRICING

- 4.2.1 Provide a breakdown of fees by phase of work.
- 4.2.2 Provide an estimate of reimbursable expenses by phase of work.
- 4.2.3 Provide hourly rates for staff and sub-consultants' staff.

4.3 ORGANIZATION

- 4.3.1 Key contact name, title, physical address (if different from above address), email address, direct telephone and fax numbers of the person authorized to contractually bind the organization for any proposal against this RFP.
- 4.3.2 Provide an organizational chart of the proposed project team members. Provide a brief CV or resume for the lead planners, designers and consultants of your team. Highlight prior experience on projects of a similar nature to this project.



4.4 RELEVANT EXPERIENCE

4.4.1 Provide at least two, and no more than four, completed projects that illustrate your ability to undertake a project of these characteristics. Please include the following information:

- Project name, location & year completed.
- Brief description, highlighting challenging aspects and solutions.
- Size of project & cost/square foot
- Original budget & final cost at completion, and a brief description of any variances
- References, including contact information.

5.0 REQUESTS FOR INFORMATION

Questions about the project, requests for information, or requests for a site visit shall be submitted in writing to: Lori Devlin and Beth Giacommo via info@patchoguearts.org. The deadline to receive questions from RFP recipients is *MAY 1, 2024*. Answers will be shared with all RFP recipients.

6.0 SELECTION CRITERIA

The following criteria will be used in the evaluation of proposals:

- 6.1 Experience with projects of similar scope and building type.
- 6.2 Responsiveness of proposal to the RFP.
- 6.3 Cost, schedule and the ability to meet proposed schedule goals.

7.0 SUBMISSION REQUIREMENTS

Submit proposals no later than May 15, 2024, to Lori Devlin and Beth Giacommo via info@patchoguearts.org by *MIDNIGHT* on *May 15, 2024*.

8.0 ATTACHMENTS

Preliminary Drawings: “A-1 – Demolition Plans” & “A-2 - Proposed Floor Plans” dated 9/26/23.

9.0 GENERAL

9.1 REVISIONS TO RFP

PAC • MOCA L.I. may modify this RFP, prior to the date fixed for submission of the Proposals, by issuance of an addendum or addenda. *PAC • MOCA L.I.* may extend the deadline for proposal submission at its sole discretion.

9.2 CANCELLATION OF RFP

PAC • MOCA L.I. may cancel this solicitation, in whole or in part, or reject all proposals submitted when this action is determined to be in the best interest of *PAC • MOCA L.I.*.

9.3 ACCEPTANCE OF SUBMITTALS

PAC • MOCA L.I. reserves the right to accept or reject any or all proposals, in whole or in part, received as a result of this RFP, to waive minor irregularities, or to negotiate with the designated Respondent representatives in any manner necessary to serve the best interest of *PAC • MOCA L.I.*. Further, *PAC • MOCA L.I.* reserves the right to make a whole award, multiple awards, a partial award, or no award at all. All RFP responses will become the property of *PAC • MOCA L.I.* and *PAC • MOCA L.I.* will have the right to use the proposals in its sole and absolute discretion.



9.4 INCURRED EXPENSES

All costs incurred by the Respondents in preparing and submitting a proposal will be the sole responsibility of the Respondents and will not be reimbursed by *PAC • MOCA L.I.* under any circumstances whether or not any agreements are executed as a result of this RFP.

9.5 DISCREPANCIES AND CLARIFICATIONS

PAC • MOCA L.I. reserves the right to request clarification or to request additional information that might be required to evaluate the proposals. Proposals that are incomplete or conditioned or are not in conformity with this RFP may be rejected.

9.6 RESPONDENT'S RESPONSIBILITIES

The Respondent will be required to bring to the attention of *PAC • MOCA L.I.* expressly, in writing, any substitution or change proposed to this RFP. *PAC • MOCA L.I.* will not be bound to a substitution or change unless agreed to in writing.

9.7 CONFIDENTIALITY OF PROPOSALS

PAC • MOCA L.I. cannot guarantee that information submitted in response to this RFP will be exempt from disclosure. Documentation generally is held as confidential pending selection of a Respondent and execution of a contract.

9.8 NON-DISCRIMINATION

The Respondent will abide by all federal, state, and local laws and all University policies that prohibit discrimination, discriminatory harassment, sexual harassment, and retaliation.

9.9 PERIOD OF FIRM OFFER

The Respondent agrees that proposals submitted to *PAC • MOCA L.I.* may not be modified for a period of sixty (60) days after the date and time scheduled for the receipt and opening of the proposals.

9.10 PROOF OF INSURANCE

Respondent shall have in place insurance with companies authorized to do business in the State of New York. *\$1million/2/2 with \$4 million Umbrella*

SCOPE OF SERVICES

1.0 CONCEPTUAL DESIGN PHASE

- 1.1 The Architect shall consult with *PAC • MOCA L.I.* (hereafter referred to as the "Owner"), to ascertain the requirements of the Project and shall confirm such requirements to the Owner. These services shall include a review of the Owner's program, preliminary drawings, and field verification of existing conditions. The Architect shall work with the Owner's representative(s) to develop a comprehensive list of current uses and future desires. These services shall include a minimum of three (3) meetings/presentations with the Owner's representative(s). At the discretion of the Owner, a Construction Manager (CM) shall become an active participant in the design meetings on the project.



- 1.2 The Architect shall prepare and present Conceptual Design Studies consisting of three (3) distinctly different approaches for addressing the design, each of which satisfies the basic program requirements for review and approval by the Owner. Incorporate design decisions, preliminary plans, renderings and other such material and information as is necessary to illustrate fully the proposed design of the Project and such other factors as may affect the design. These conceptual design studies shall include initial scaled floor plans depicting the "fit" of the concept into the footprint. The design team shall field verify existing dimensions for all elements of the project.
- 1.3 The Owner, following review and modification as may be necessary in the opinion of the Owner, will select one concept to develop as the Final Concept. The selection and direction to proceed could be conditional based on the Architect resolving certain design issues and/or could involve the Architect synthesizing key elements of the three schemes.

2.0 SCHEMATIC DESIGN PHASE

- 2.1 The Architect shall perform a code review and include findings in the Schematic Design Report.
- 2.2 The Architect shall perform structural analysis to ensure proposed modifications are attainable without jeopardizing the building's structural integrity or requiring significant structural modifications and include findings in the Schematic Design Report.
- 2.3 The Architect shall review and evaluate existing mechanical, electrical, fire/life safety and plumbing systems as they relate to the design.
- 2.4 The Architect shall prepare and present a Schematic Design Report consisting of drawings and other documents for each discipline, including code review and structural analysis, illustrating the scale and relationship of project components for review and approval by the Owner. These services shall include information on various lighting, HVAC and finish options.
- 2.5 The Architect shall submit to the Owner a Statement of Probable Project and Construction Cost based on current area, volume, and other unit costs to demonstrate that the work described is within the established construction and overall project budgets. This statement shall be supported by and include within the estimated costs developed in conjunction with an independent Construction Cost Estimating Firm.

3.0 DESIGN DEVELOPMENT PHASE

- 3.1 The Architect shall prepare from the Schematic Design Studies for approval by the Owner, the 60% Design Development Documents (DD set). The DD set shall consist of drawings and other documents to fix and describe the size and character of the entire Project as to architectural, structural, mechanical, electrical, plumbing and life safety systems, construction materials and such other essentials as may be appropriate including outline specifications.
- 3.2 The Architect shall submit to the Owner an updated Statement of Probable Project and Construction Cost in sufficient detail to demonstrate that the work described is within the established construction and overall project budgets developed in conjunction with an independent Construction Cost Estimating Firm.



4.0 CONSTRUCTION DOCUMENTS PHASE

- 4.1 The Architect shall prepare for approval by the Owner 100% Working Drawings and Specifications setting forth in detail the requirements for the construction of the entire Project including the necessary bidding information and shall assist in the preparation of the Owner's General Conditions, General Requirements, and Specifications.
- 4.2 The Architect shall submit to the Owner a further Statement of Probable Project and Construction Cost in sufficient detail to demonstrate that the work described is within the established construction and overall project budgets by and include within the estimated costs developed in conjunction with an independent Construction Cost Estimating Firm.
- 4.3 If deemed necessary by the Owner and within the parameters of the construction methodology, the Architect shall issue Working Drawings and Specification packages for early bidding of long lead items for the initial phase of construction.
- 4.4 Plans and specifications submitted for bidding shall bear the signature and seal of the Architect licensed to practice in the State of New York. The Architect who sealed the plans and specifications shall also certify that the plans and specifications are in conformity with all applicable laws, building codes, governmental rules and regulations, the Owner's design and construction standards, commitment to sustainability, general conditions and general requirements and the requirements of the Program. The Owner's Design and Construction standards establish a baseline of quality. It is the Owner's expectation that the Architect shall bring to the Owner's attention any deviations from these standards throughout the design process and shall obtain express written authorization prior to implementation of such deviations. In addition, the Architect shall submit an electronic copy of the Drawings and Specifications to the Owner.
- 4.5 The Architect shall advise the Owner of any adjustments to previous Statements of Probable Project and Construction Cost indicated by changes in requirements or general market conditions.
- 4.6 The Architect shall assist the Owner and CM in working with legal counsel, filing required documents for the approval of authorities having jurisdiction over the Project, including, but not limited to requirements of the Town of Brookhaven Building Department and Planning Board.

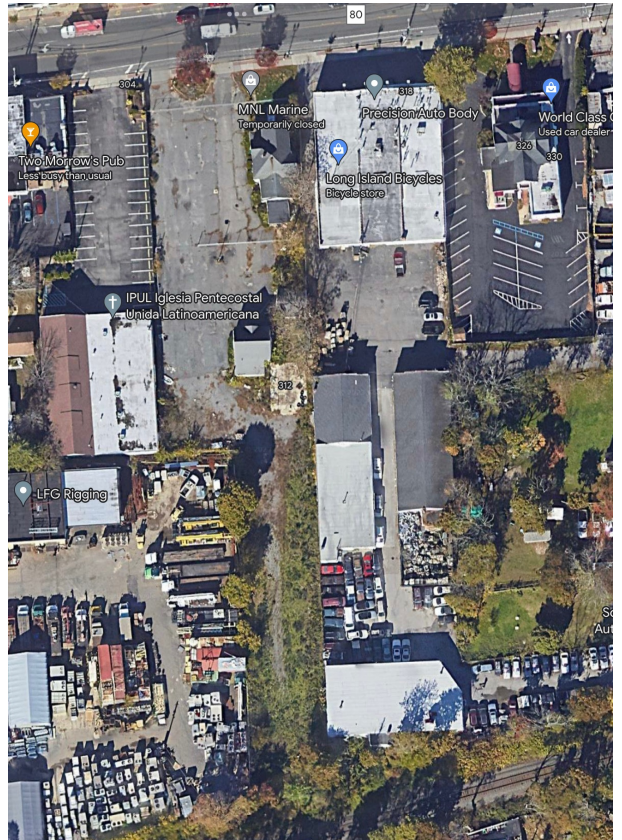
5.0 BIDDING OR NEGOTIATIONS PHASE

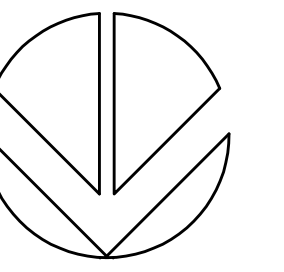
- 5.1 The Architect, following the Owner's approval of the Construction Documents and the latest Statement of Probable Project and Construction Cost, shall assist the Owner in obtaining bids. This will include participation in pre-bid meetings, if requested by the Owner, and addressing all technical questions related to the design in written format appropriate and issuing addendums.



6.0 CONSTRUCTION PHASE-ADMINISTRATION OF THE CONSTRUCTION CONTRACT

- 6.1 The Construction Phase will commence with the award of construction contracts and will terminate when the final Certificate for Payment is issued by the Owner.
- 6.2 The Architect shall schedule routine visits to the site to remain current with the progress and quality of the Work and to determine in general if the work is proceeding in accordance with the Contract Documents. Based on their on-site observations as an Architect, the Architect shall endeavor to guard the Owner against defects and deficiencies in the work of the Contractor. The Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for the safety precautions and programs in connection with the Work and shall not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.
- 6.3 The Architect shall have the authority to advise the Owner to reject work that does not conform to the Contract Documents. The Architect shall also have the authority to advise the Owner to require the Contractor to stop the work whenever in their reasonable opinion it may be necessary for the proper performance of the Contract.
- 6.4 The Architect shall review and approve shop drawings, samples and other submissions of the Contractor only for conformance with the design concept of the Project and for compliance with the information given in the Contract Documents.
- 6.5 The Architect shall prepare supplemental documents such as Bulletins, ASI's, etc. describing clarifications or changes to the work and shall review and approve Contractor Proposals, if requested by the Owner.
- 6.6 The Architect shall conduct inspections to determine the Dates of Substantial Completion and final completion and acceptance and shall prepare punch lists as a condition of acceptance.
- 6.7 Upon completion of the project the Architect shall compile as built plans for the entirety of the project and all disciplines.

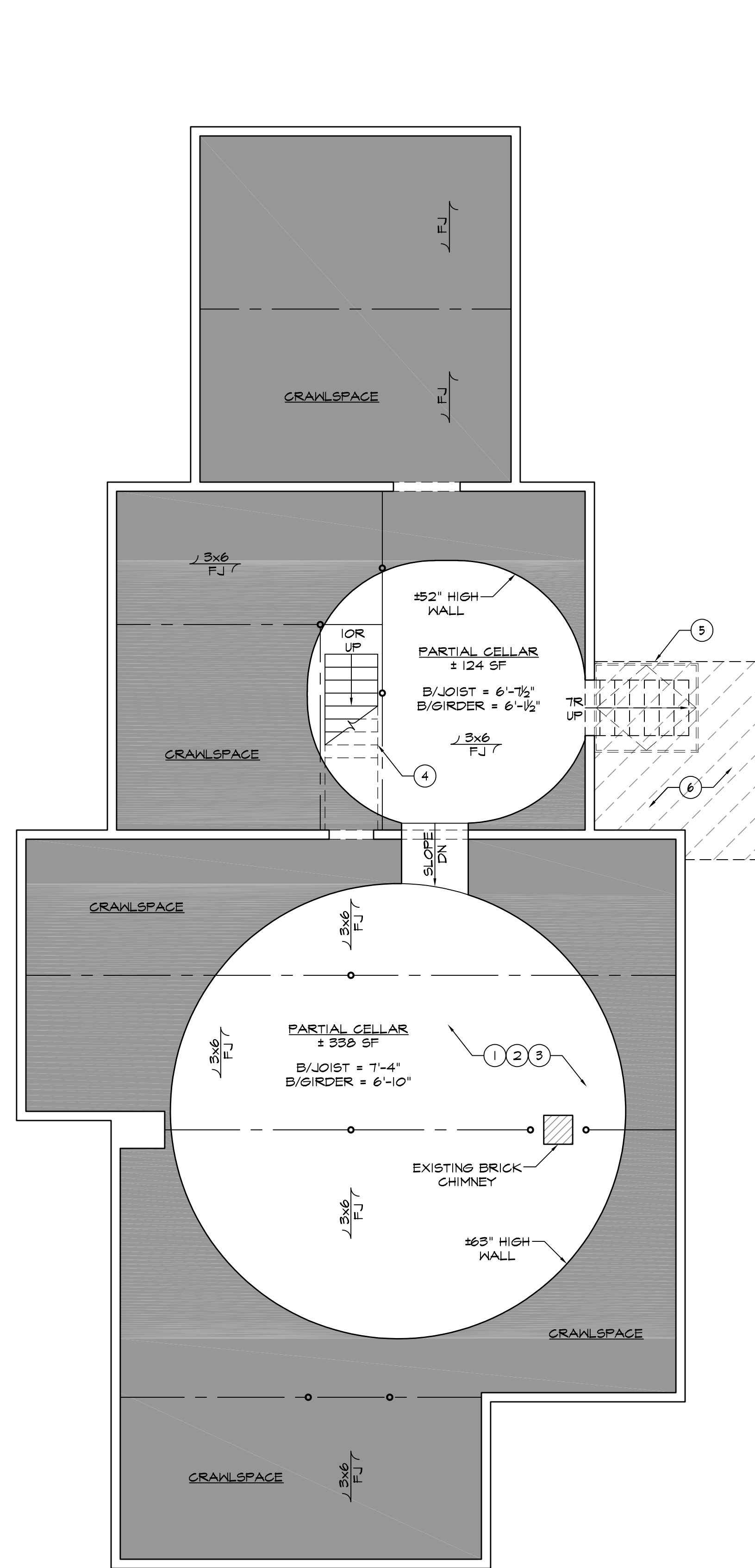




312 EAST MAIN STREET
PATCHOGUE, NY 11772

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1 LOWER LEVEL DEMOLITION PLAN

A-1 SCALE: 1/4" = 1'-0"

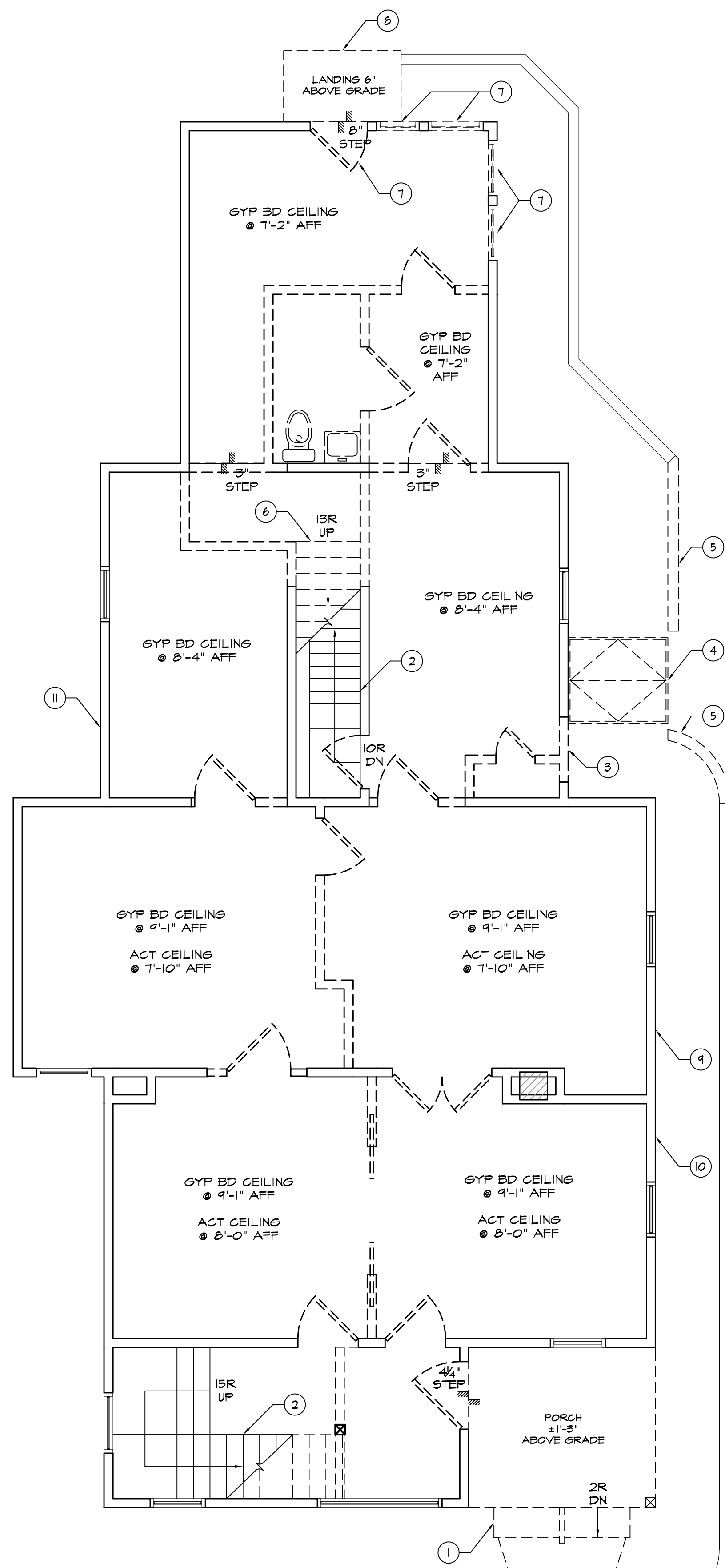
LOWER LEVEL BUILDING FOOTPRINT = ± 1,470 SF

LOWER LEVEL KEY NOTES

1. REMOVE EXISTING HOT WATER HEATER (CONFIRM GAS OR OIL)
2. REMOVE EXISTING ELECTRICAL PANEL & UPGRADE SERVICE
3. EXISTING FIRE SPRINKLER SERVICE & SIAMESE CONNECTION TO REMAIN
4. EXISTING STAIR TO REMAIN
5. REMOVE EXISTING ACCESS DOORS & STAIR TO EXTERIOR
6. AREA OF PROPOSED LU/LA ELEVATOR SHAFT

BUILDING ENVELOPE NOTES

1. REMOVE EXISTING SIDING & ROOFING ASSEMBLIES, REPAIR ROUGH FRAMING AND SHEATHING AS REQUIRED TO RECEIVE NEW ASSEMBLIES



2 FIRST FLOOR DEMOLITION PLAN

A-1 SCALE: 1/4" = 1'-0"

FIRST FLOOR BUILDING FOOTPRINT = ± 1,470 SF

FIRST FLOOR KEY NOTES

1. REPLACE EXISTING PORCH & STEPS TO GRADE TO ALIGN WITH EXISTING FIRST FLOOR
2. EXISTING STAIR TO REMAIN
3. REMOVE PORTION OF EXTERIOR WALL FOR LU/LA ELEVATOR HOISTWAY DOOR
4. REMOVE EXISTING ACCESS DOORS & STAIR TO CELLAR
5. REMOVE PORTION OF EXISTING CURB TO ALLOW FOR PROPOSED LU/LA ELEVATOR SHAFT
6. REMOVE EXISTING STAIR
7. REMOVE EXISTING DOOR/WINDOW & IN-FILL ROUGH OPENING
8. REMOVE EXISTING LANDING AT EXTERIOR
9. EXISTING LOCATION OF INCOMING ELECTRICAL & INTERNET SERVICES
10. EXISTING LOCATION OF FIRE DEPARTMENT SIAMESE CONNECTION
11. POSSIBLE LOCATION OF EXISTING INCOMING NATURAL GAS SERVICE (NO METER - TO BE VERIFIED)

3 SECOND FLOOR DEMOLITION PLAN

A-1 SCALE: 1/4" = 1'-0"

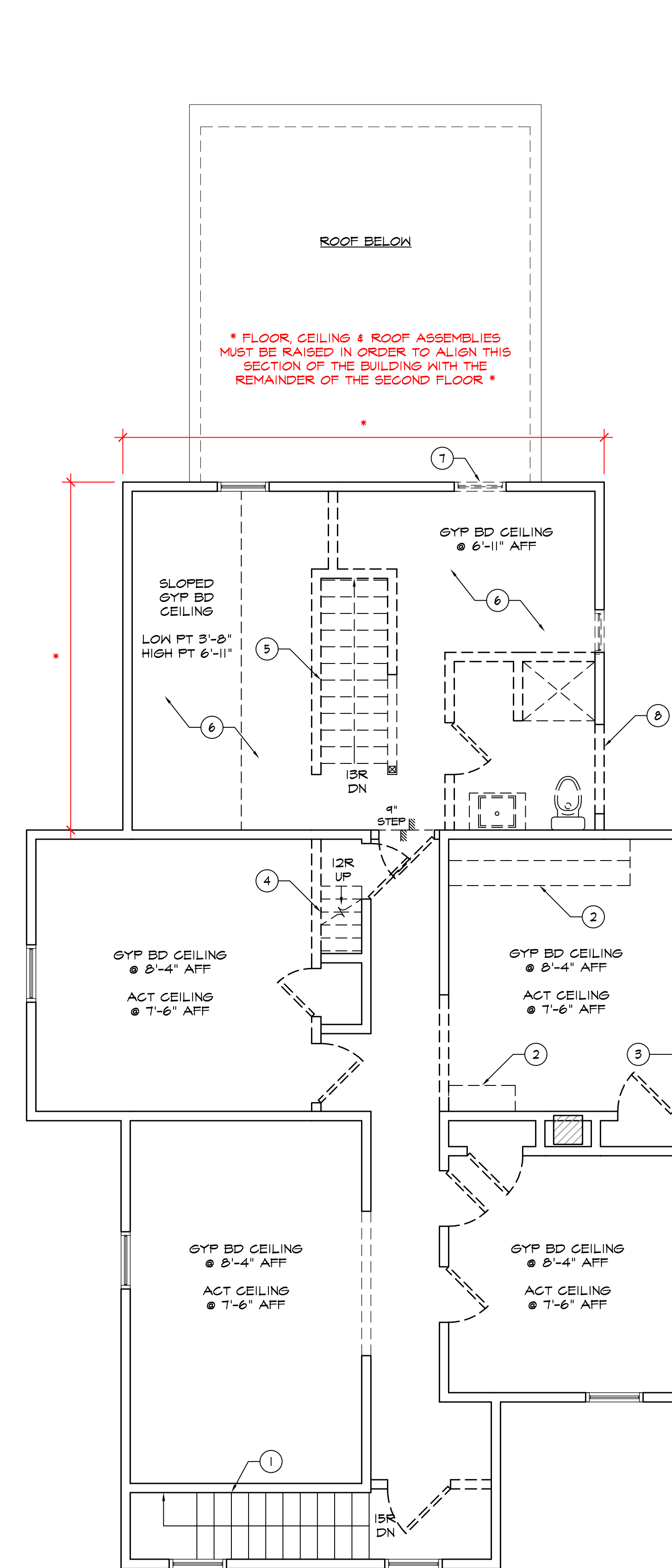
SECOND FLOOR BUILDING FOOTPRINT = ± 1,227 SF

SECOND FLOOR KEY NOTES

1. EXISTING STAIR TO REMAIN
2. REMOVE EXISTING MILLWORK, FIXTURES & APPLIANCES
3. REMOVE OR REPLACE EXISTING ELECTRICAL SUB-PANEL
4. REMOVE EXISTING STAIR
5. REMOVE EXISTING STAIR & INFILL OPENING
6. REMOVE EXISTING FLOOR FRAMING AND RE-FRAME AREA TO ALIGN WITH REMAINDER OF SECOND FLOOR
7. REMOVE EXISTING WINDOW & IN-FILL ROUGH OPENING
8. REMOVE EXISTING WINDOW & INCREASE ROUGH OPENING FOR LU/LA ELEVATOR HOISTWAY DOOR

INTERIOR GENERAL NOTES

1. REMOVE EXISTING WALL, FLOOR & CEILING FINISHES, GYPSUM BOARD, SUSPENDED CEILINGS, PLUMBING FIXTURES, ELECTRICAL FIXTURES & DEVICES, MILLWORK & EQUIPMENT DOWN TO EXISTING STRUCTURE THROUGHOUT THE BUILDING



4 ATTIC LEVEL DEMOLITION PLAN

A-1 SCALE: 1/4" = 1'-0"

ATTIC LEVEL BUILDING FOOTPRINT = ± 1,227 SF

ATTIC LEVEL KEY NOTES

1. REMOVE EXISTING STAIR TO 2ND FLOOR, RE-FRAME OPENING TO RECEIVE PROPOSED STAIR
2. REMOVE EXISTING CEILING & ROOF FRAMING AND RE-FRAME TO ALIGN WITH REMAINDER OF SECOND FLOOR CEILING / ATTIC FLOOR

DEMOLITION PLAN LEGEND

- EXISTING CONSTRUCTION TO REMAIN
- EXISTING CONSTRUCTION TO BE REMOVED
- KEY NOTE

NO.	DATE	BY	REVISION
THESE DRAWINGS HAVE BEEN PREPARED UNDER MY DIRECT SUPERVISION.			

SEAL

PROJECT TITLE

PATCHOGUE
ARTS COUNCIL
312 EAST MAIN ST
RENOVATION

DRAWING TITLE

DEMOLITION PLANS

PROJECT LOCATION
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Act Center Building - 180 Plans.dwg 21.09.2025 - 4:02pm

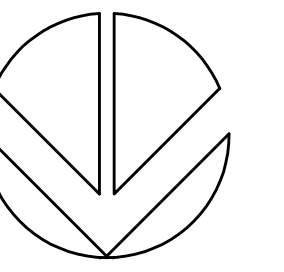
DATE: Sep 26, 2025 DRAWING NO.

DRAWN BY: NFormickella

SCALE: 1/4"=1'-0"

ACT. # xxxxx

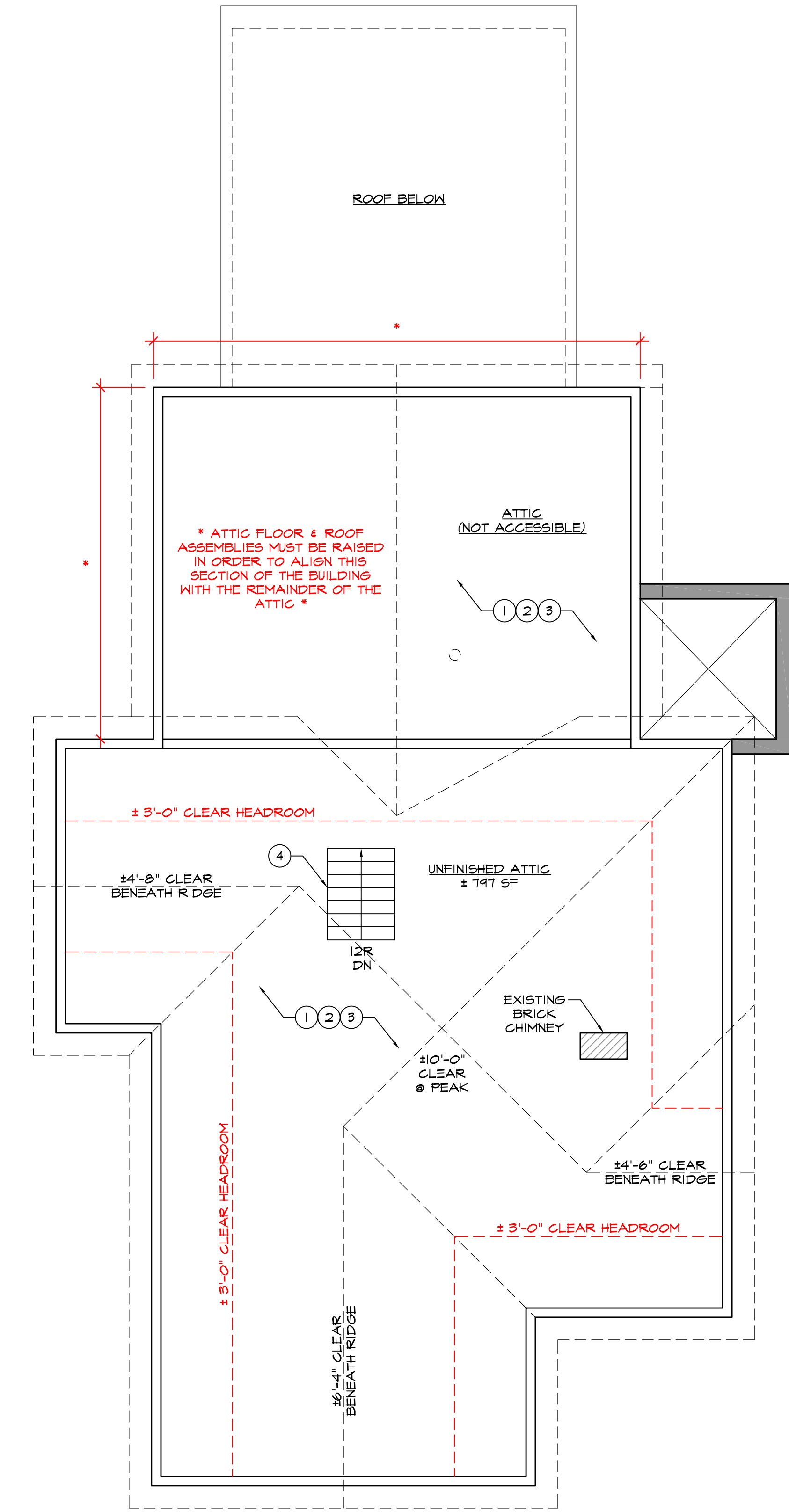
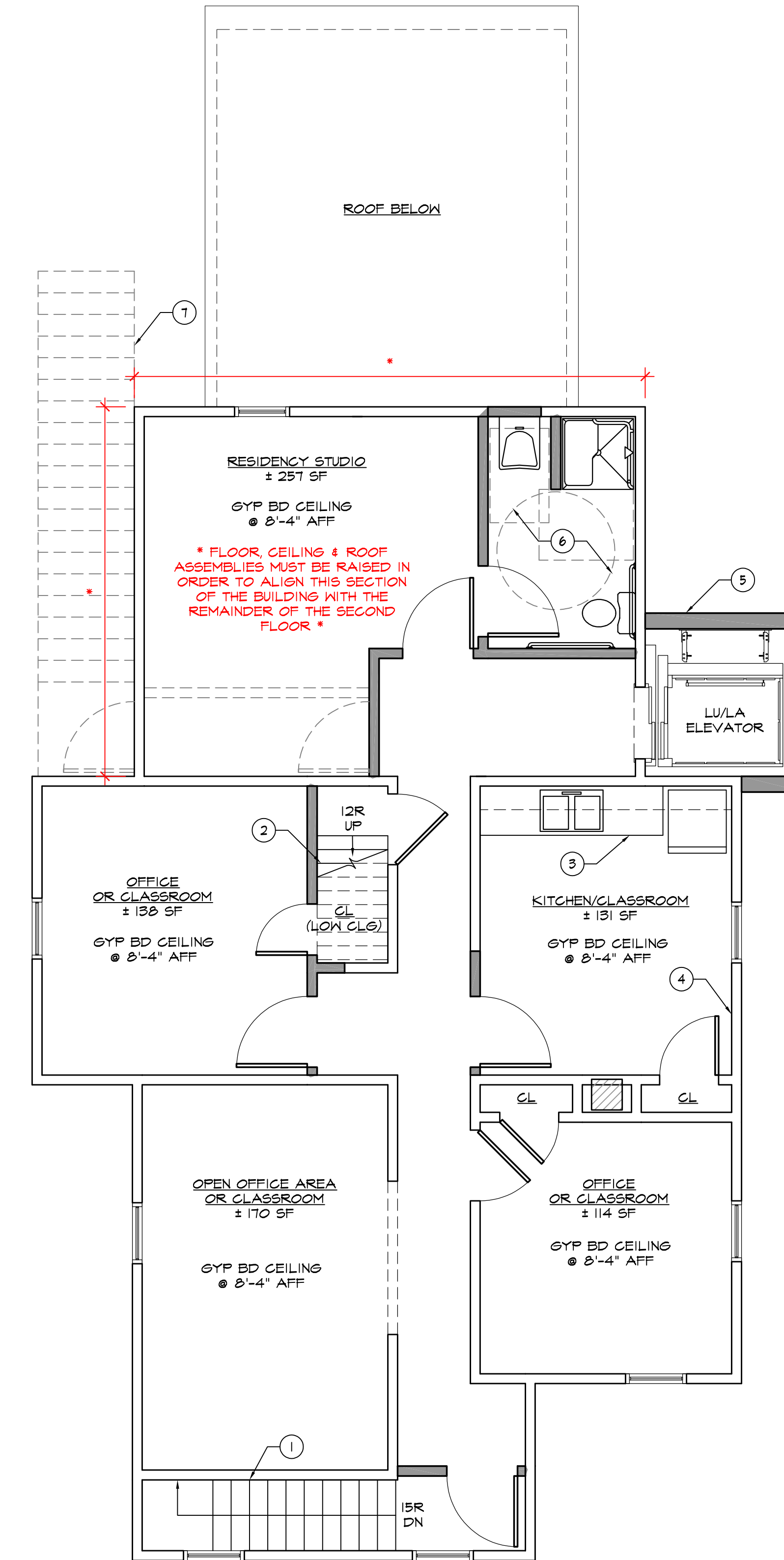
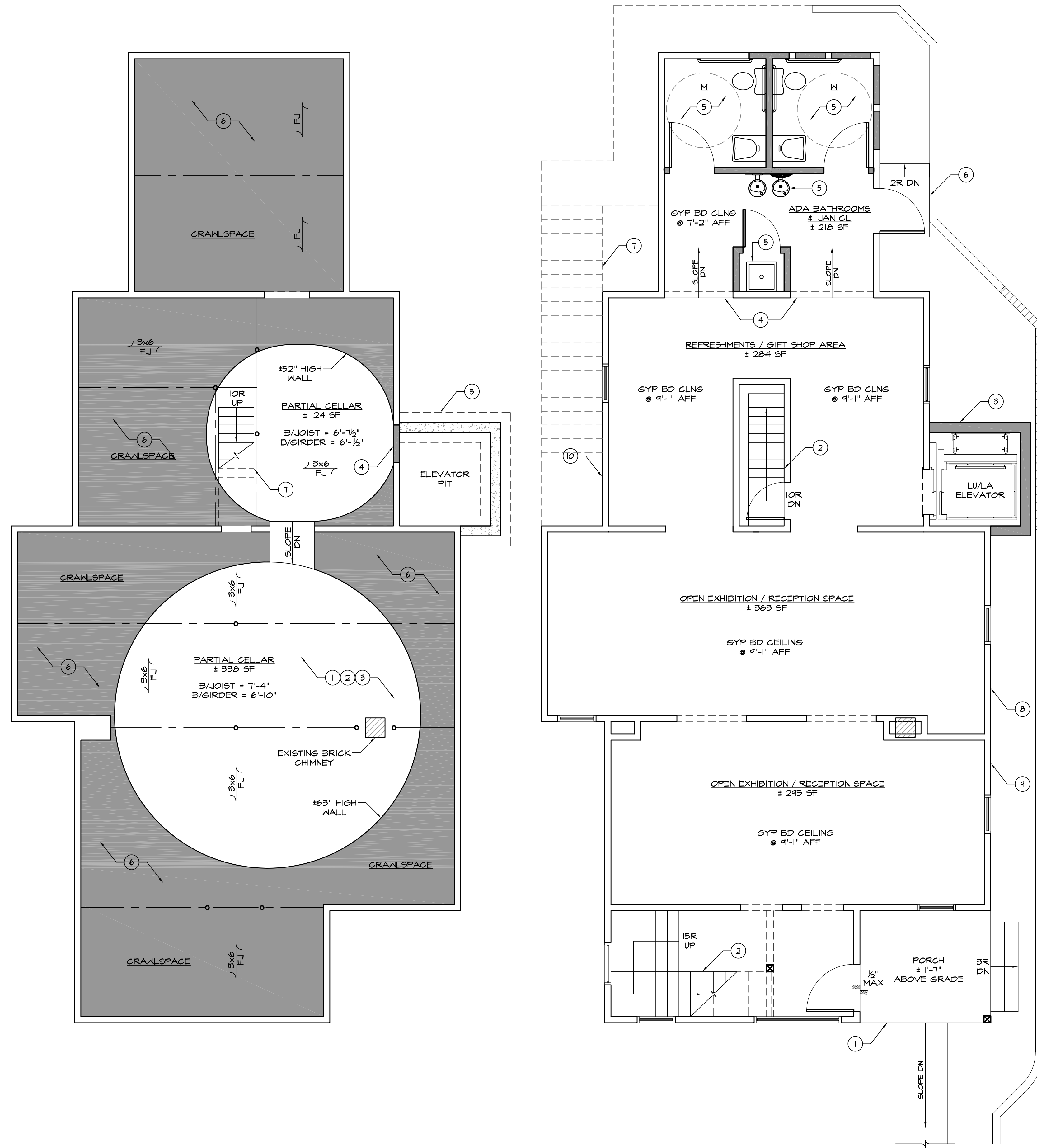
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1 LOWER LEVEL FLOOR PLAN
A-2 SCALE: 1/4" = 1'-0"

LOWER LEVEL BUILDING FOOTPRINT = ± 1,520 SF (INCL. ELEVATOR)

LOWER LEVEL KEY NOTES

1. PROVIDE NEW HOT WATER HEATER
2. PROVIDE NEW ELECTRICAL SERVICE & MAIN DISTRIBUTION PANEL
3. EXISTING FIRE SPRINKLER SERVICE & SIAMESE CONNECTION TO REMAIN
4. INFILL OPENING IN EXISTING FOUNDATION WALL
5. PROPOSED FOUNDATION & FOOTINGS FOR PROPOSED LUL/A ELEVATOR SHAFT
6. REPLACE CRAWLSPACE WINDOWS THROUGHOUT
7. PROVIDE HVAC SYSTEM TO SERVE FIRST FLOOR SPACES - UTILIZE CRAWLSPACE AREAS FOR AIR DISTRIBUTION

BUILDING ENVELOPE NOTES

1. PROVIDE NEW SIDING & ROOFING ASSEMBLIES
2. REPLACE ALL EXTERIOR WINDOWS & DOORS WHERE SHOWN TO REMAIN
3. PROVIDE INSULATION AT ALL EXTERIOR WALLS & ROOFING ASSEMBLIES
4. RE-ESTABLISH UTILITY SERVICES TO PROPERTY

SITE NOTES

1. PROVIDE NEW LANDSCAPING AROUND THE SITE & ADJACENT TO THE BUILDING
2. RE-PAVE & RE-STRIPE EXISTING PARKING AREA ADJACENT TO THE BUILDING
3. PROVIDE CODE REQUIRED ADA PARKING, LIGHTING, SIGNAGE, ETC.

2 FIRST FLOOR PLAN
A-2 SCALE: 1/4" = 1'-0"

FIRST FLOOR BUILDING FOOTPRINT = ± 1,520 SF (INCL. ELEVATOR)

FIRST FLOOR KEY NOTES

1. REPLACE EXISTING PORCH & STEPS TO GRADE TO ALIGN WITH EXISTING FIRST FLOOR. ADD RAMP OR SLOPED SIDEWALK TO GRADE TO ALLOW FOR ADA COMPLIANT ACCESS AND EGRESS
2. EXISTING STAIR TO REMAIN
3. PROPOSED ADA COMPLIANT LUL/A ELEVATOR & SHAFT
4. PROVIDE ADA COMPLIANT RAMPS DOWN TO EXISTING FIRST FLOOR ADDITION
5. PROPOSED ADA COMPLIANT BATHROOMS, DRINKING FOUNTAIN & JANITOR'S CLOSET
6. PROPOSED REAR EXIT - NEW LANDING AND STEPS DOWN TO GRADE REQUIRED
7. PROPOSED LOCATION OF EXTERIOR EGRESS STAIR FROM SECOND FLOOR (IF REQUIRED BY LOCAL BUILDING DEPARTMENT OFFICIAL)
8. EXISTING LOCATION OF INCOMING ELECTRICAL & INTERNET SERVICES
9. EXISTING LOCATION OF FIRE DEPARTMENT SIAMESE CONNECTION
10. POSSIBLE LOCATION OF EXISTING INCOMING NATURAL GAS SERVICE (NO METER - TO BE VERIFIED)

3 SECOND FLOOR PLAN
A-2 SCALE: 1/4" = 1'-0"

SECOND FLOOR BUILDING FOOTPRINT = ± 1,277 SF (INCL. ELEVATOR)

SECOND FLOOR KEY NOTES

1. EXISTING STAIR TO REMAIN
2. PROPOSED ATTIC STAIR (3' WIDE - RISE & RUN TO MATCH EXISTING)
3. PROVIDE NEW MILLWORK, FIXTURES & APPLIANCES
4. REMOVE OR REPLACE EXISTING ELECTRICAL SUB-PANEL
5. PROPOSED ADA COMPLIANT LUL/A ELEVATOR & SHAFT
6. PROPOSED ADA COMPLIANT BATHROOM WITH SHOWER
7. PROPOSED LOCATION OF EXTERIOR EGRESS STAIR (IF REQUIRED BY LOCAL BUILDING DEPARTMENT OFFICIAL)

INTERIOR GENERAL NOTES

1. PROVIDE NEW ELECTRICAL, PLUMBING & HVAC EQUIPMENT & SYSTEMS THROUGHOUT THE BUILDING
2. PROVIDE NEW WALL, FLOOR & CEILING FINISHES THROUGHOUT THE BUILDING
3. RECONFIGURE EXISTING FIRE SPRINKLER SYSTEM AS REQUIRED
4. PROVIDE TOWN APPROVED FIRE ALARM SYSTEM
5. REPLACE INTERIOR DOORS THROUGHOUT THE BUILDING WHERE SHOWN TO REMAIN
6. STRUCTURE TO BE EVALUATED FOR INCREASED LIVE LOAD AS REQUIRED BY THE BUILDING CODE

4 ATTIC LEVEL FLOOR PLAN
A-2 SCALE: 1/4" = 1'-0"

ATTIC LEVEL BUILDING FOOTPRINT = ± 1,277 SF (INCL. ELEVATOR)

ATTIC LEVEL KEY NOTES

1. INSULATE ROOF FRAMING & ENCLOSE WITH GYPSUM BOARD THROUGHOUT
2. PROVIDE HVAC SYSTEM TO SERVE SECOND FLOOR SPACES - UTILIZE ATTIC AREAS FOR AIR DISTRIBUTION
3. PROPOSED STAIR (3' WIDE - RISE & RUN TO MATCH EXISTING)

FLOOR PLAN LEGEND



NO.	DATE	BY	REVISION
THESE DRAWINGS HAVE BEEN PREPARED UNDER MY DIRECT SUPERVISION.			

SEAL

PROJECT TITLE
**PATCHOGUE
ARTS COUNCIL
312 EAST MAIN ST
RENOVATION**

DRAWING TITLE
**PROPOSED
FLOOR PLANS**

PROJECT LOCATION V:\SI-Reshard\Arch\Development\312 Patchogue\Arts Center	FILE NAME Arts Center Building - 3D Plans.dwg	PLOT DATE 21.02.25	DRAWING NO. A-2
DATE Sep 26, 2025	DRAWN BY NFormickella	SCALE 1/4"=1'-0"	ACT. # XXXXX