

**REQUEST FOR PROPOSALS
FOR ARCHITECTURAL SERVICES
Town Hall Renovation**

Westminster, VT
August 24, 2015

I. Background

The Town of Westminster (hereinafter referred to as “Owner”) , the oldest township in Vermont, is currently in the design development phase of their renovation and accessibility project. The Owner is adding accessibility components to their historic building (3651 U.S. Route 5) and renovating the first floor of the building. The accessibility design work will incorporate a manlift elevator going to the second floor from ground level.



Representatives from the Town of Westminster will review the proposals and negotiate a contract with the selected firm for design development with the possibility of continuing services through the construction administration phases of the project. Candidates with the most competitive proposals will be interviewed. **Criteria for selection will be based on the following:**

- a. The firm’s experience with renovation and addition to historic properties with an emphasis on:
 - i. Quality design and detailing
 - ii. Cost effective and durable design;
 - iii. Energy efficiency retrofitting; and
 - iv. “Green” building techniques
- b. Experience with publicly funded projects;
- c. Experience working with municipal projects;
- d. Experience with permitting under the State Department of Public Safety, current building codes relating to renovation of public buildings, and accessibility requirements under Section 504 of the Americans with Disabilities Act.
- e. Quality of working drawings and bid documents;
- f. Clarity of specifications, and the firm’s commitment to review and revise their boiler plate specifications;
- g. Experience with construction administration;

- h. Personnel assigned to the project;
- i. Knowledge of project area;
- j. Past performance and ability to perform the work within the specified time work within the Owner's time frame and budget; and
- k. Costs.

Equal Opportunity – The evaluation of qualifications shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The Town of Westminster is an Equal Opportunity Employer and encourages proposals from qualified minority and women-owned businesses.

A required walk-through of the building and site will be held **September 2, 2015 at 10:00 AM**. The walk-through will commence at the Westminster Town Hall, 3651 U.S. Route 5, Westminster, VT.

The design development work will begin immediately with the intent of following the scope of work, as described below.

The selected firm will choose one primary contact person from the design development phase through the completion of construction administration, if the Owner chooses to make this a part of the contract. The architect must consult with the Owner's representative (Town Manager or his designee) in all matters relating to site layout, design, project cost, materials, quality control, change orders, and other issues impacting the cost and quality of construction.

In coordination with the Owner, the project architect will bid engineering services, specifically: Civil, Structural, Electrical, Mechanical and Fire Protection. All consultants will have contracts with the Architect. We will execute a form of AIA B101-2007 as amended by the Owner as the contract between Architect and Owner.

The Owner will retain final approval of all decisions including the selection of project consultants, engineers, cost estimator and general contractor.

II. Project Background

History

Westminster is an historical town and the oldest town in Vermont. Jonathan Belcher, Governor of Massachusetts, granted the territory to inhabitants of Taunton, Massachusetts in 1735. Originally known as Township No. 1, and/or New Taunton, it was regranted under its present name of "Westminster" in 1752 by Governor Benning Wentworth of New Hampshire, who claimed Vermont for his state. Westminster's place in the history of the Revolution revolved around an incident that took place at the County Court House. It was in Westminster, in January 1777, that Vermont settled its own destiny, declaring itself an independent state in the same courthouse that was the scene of the "Massacre" two (2) years previously. In 1791, Vermont decided to join the Union as the Fourteenth State.

The main street in Westminster Village on US Route 5, where the Town Hall is located, was originally laid out during the reign of George the Second, and called the "King's Highway." It is ten (10) rods wide and two (2) miles long, having been designed for use as a training area for a military company. The current Town Hall was built in 1889 on the 1796 footprint of the previous building which burnt.

Existing Conditions

The exterior of the building is wood clapboard and trim, a slate roof and a large restored cupola. The building is accessed through a set of double front doors and a ramp. A metal fire escape staircase is attached to the south side of the building. The building footprint marks the north and west side parcel boundary with limited land to the south and east of the building.

The first floor houses the following departments for the Town:

- Town Manager
- Zoning Administrator
- Town Clerk
- Listers

A public meeting room is also found on this floor where boards and commissions meet and is also used for other public functions. Only one entrance and exit serves this floor. Two bathrooms are located on the 1st floor, which are not handicapped accessible, and cannot be used unless the Town offices are open.

The second floor is not currently handicapped accessible and can only be accessible via stairs. The entire second floor is occupied by the Historical Society and the Museum which contains an historic stage with painted curtains. Current floor plans for the building are included in attachment A.

Financing

Funding sources for this project are in the process of being secured. We anticipate that additional funds will be secured for the project from the Vermont Community Development Program, Vermont Housing Conservation Board, Vermont Arts Council – Cultural Facilities Grant Program, Efficiency Vermont and private donations.

Other Requirements

The selected architect will be required to sign the Vermont Department of Fire Safety Accessibility compliance forms. The selected architect will be required to provide professional liability insurance coverage on this project with an annual aggregate of \$2,000,000, and \$1,000,000 per occurrence coverage.

III. Work scope

a. Design Development

- Attend meeting(s) with Owner, to review existing conditions, discuss program, review permit requirements and preliminary layouts, and confirm project scope, schedule and preliminary budgets
- Attend meeting(s) with Owner, other consultants, funders and regulators to refine design and resolve conflicts.
- Solicit and obtain proposals from mechanical, electrical, civil, fire protection and structural engineers to be reviewed by both the architect and the Owner. Architect and Owner will select engineers for the project; the engineers will have a subcontract with the Architect.
- Obtain all necessary permits.
 - Prepare a complete code and permit review.
 - Obtain a preliminary code opinion from the State Department of Public Safety.

- Produce drawings and information for local and state regulators, as required, including site plan; typical floor plans and building elevations.
- Complete required local permit applications
- Refine and revise the design including the development of structural, mechanical, and electrical requirements.
- Work closely with engineers and consultants to coordinate site and building designs.
- Work closely with owner's historic; energy and environmental consultants to assure those issues are addressed in the design and planning.
- Produce plans and specifications for review by the Owner. The architect should expect to have multiple design review meetings with the Owner and project design team.

b. Construction Documents and Construction Administration

- Meetings with Owner as required to review plans and resolve issues.
- Review and incorporate into final plans and specifications energy-related building improvements, as recommended by Efficiency Vermont and other energy-related funding sources.
- Prepare final construction drawings and specifications that the Owner will use to solicit competitive pricing from general contractors for the project.
 - These plans and specifications will be complete, and detailed, coordinating all components of the project to include: site drawings, civil & structural engineering, architecture, and mechanical, fire protection and electrical systems.
- At around 50% construction drawings, the architect will provide information to the Owner's cost estimator for a revised cost estimate.
- Prepare Vermont Department of Public Safety (DPS) application for submission by the Owner. The Owner would like to submit plans to DPS for approval one full month before going out to bid.

c. Bidding and Negotiations

The architect will be expected to:

- Distribute bid documents to Owner-selected contractors.
- Facilitate a pre-bid walk-through with contractors
- Respond to general contractor inquiries and issue addenda through the bid phase.
- Be available by phone to answer questions from bidders during the bid phase.
- Assist Owner in evaluating bids and preparation of construction contract agreement with general contractor.
- Assist Owner in contract negotiations, as requested.
- Prepare draft and final construction contract agreement for Owner review and approval with general contractor.

d. Construction Administration

Work to include, but not be limited to:

- Complete construction oversight, reviewing the contractor's work, and problem solving.
- Coordinate with consultants to resolve problems in a timely manner.
- Coordinate and attend one site visit and one job meeting per week, conducted on the same day;
- Prepare and distribute typed meeting minutes.

- Review all material and equipment submittals and shop drawings.
- Provide clarification sketches as needed.
- Review all change orders with supporting documentation for owner's approval.
- Review and certify contractor requisitions for payment.
- Preparation and distribution of punch lists.
- Conduct final inspection of work.
- Preparation and certification of certificate of substantial completion.
- Obtain certificates of occupancy for the building.
- Conduct one-year warranty inspection. Prepare and distribute list of warranty items to be corrected by general contractor.

Preliminary Project Schedule

Required walk-through:	Sept. 2, 2015
Cut off for Submission of questions:	Sept. 14, 2015 (answers will be provided on or before Sept. 21, 2015)*
Deadline for Response to RFP:	Sept. 25, 2015
Interview Potential Candidates:	Oct. 1, 2015 (candidates if selected for interview must be available that day)
Anticipated Notice to proceed:	Oct. 15, 2015
Design Development:	Oct 15 – Nov. 13, 2015
Permitting:	Dec. 18, 2015
Construction Documents: (contingent on funding)	Feb. 1, 2016
Bid schedule (contingent on all funding secured):	March 1, 2016
Construction to begin:	May 1, 2016
Anticipated Completion:	Dec. 1, 2016

***Please direct all questions in writing to Russell Hodgkins at Town of Westminster at manager@westminstervt.org. Response to questions will be posted on <http://www.westminstervt.org/> under Westminster Hall RFP.**

IV. Proposal Submission Requirements:

- ❑ Letter of interest including key personnel in your firm who would be working on this project, and the design experience of those individuals on projects of similar nature.
- ❑ Firm resume and brochure, including photos and descriptions of relevant completed projects. Describe related site planning experience.
- ❑ Three references of recent completed projects.
- ❑ Not-to-exceed price for design phases of the project. Please separate the pricing for the following phases:
 - Design Development
 - Construction Documents
 - Bidding and Negotiation
 - Construction Administration

- ❑ Not-to-exceed price for reimbursable expenses
- ❑ Percentage mark-ups for consultants.
- ❑ Schedule of hourly rates for additional services during the pre-development design phase for principal(s), associates, drafters, etc.
- ❑ Professional liability insurance coverage with an annual aggregate of \$2,000,000 and \$1,000,000 per occurrence will be required if we move forward with the AIA contract for design services. Please provide proof of insurance.
- ❑ List the engineering firms you would consider contracting for mechanical, electrical, civil, structural, and fire protection services.
- ❑ Indicate your firm's availability for start-up, commencement and completion dates.

Please submit six original proposals:

Russell Hodgkins
Town Manager
Town of Westminster
3651 U.S. Route 5
PO Box 147
Westminster, VT 05158
manager@westminstervt.org

Proposals are due no later than September 25, 2015 at 4:00 PM at the Westminster Town offices.
Faxed / e-mailed proposals will not be accepted.

The Town of Westminster (Owner) reserves the right to withdraw this Request for Proposals, to accept or reject any or all proposals, to advertise for new proposals if it is in the best interest of the Town to do so, and to award a contract as deemed to be in the best interest of the Town.

END OF RFP