

TOWN OF WAITSFIELD

REQUEST FOR PROPOSALS NEW TOWN OFFICE BUILDING

September 12, 2011

The Town of Waitsfield is seeking proposals from qualified firms for all architectural and engineering services necessary for the design, bidding and construction administration for a new Town Office Building on a parcel of land located within the Waitsfield Historic Village District.

I. PROJECT BACKGROUND

The Waitsfield Town Office currently occupies approx. 1,780 sq. ft. in the lower level of the Joslin Memorial Library at the corner of Main and Bridge Streets in Waitsfield Village. There has been a need for increased storage, office, and meeting space within the Town Office for many years. In 2010 the town formed a Town Office Task Force (TOTF) to define the needs, examine options, solicit public input, contract for professional services, and make recommendations to the Select Board on whether they should either build a new Town Office or renovate and expand the existing Town Office space.

The Task Force recently completed a comprehensive feasibility study which concluded that a new Town Office should be created on an available lot located within the Waitsfield Historic Village District. The selected location for the new Town Office is labeled "Site E" on the attached site plan.

The TOTF is now seeking proposals from qualified firms for all architectural and engineering services necessary for the design, bidding and construction administration for a new Town Office Building. These services would be provided in two (2) separate phases and as described below.

II. SCOPE OF SERVICES

Phase I Services (Schematic Design, Cost Estimating and Materials Required for a Bond Vote in March of 2013):

- A. Meet with the Town Office Task Force and Town Office Staff to reach a thorough understanding of the project.
- B. Provide schematic design alternatives and present to the TOTF a complete schematic design from selected alternative. Prepare presentation materials to assist the TOFT in building public support for the project and securing the bonding needed to complete the project. Provide an independent, detailed cost estimate to determine the level of funds needed to complete the project. Provide colored renderings of design mounted for presentation for public outreach meetings. Provide a separate price for a model of the project if it is decided that this would be beneficial.

Phase II Services (Design Development, Bid Documents, Bidding and Construction Administration Services):

- A. Prepare design development, construction drawings, and contract documents based on the program and approved schematic design.
- B. Meet as often as needed with TOTF and Town staff. Prepare project plans, manuals, and bid specifications for construction.
- C. Provide support to the Town in securing bonding for project (materials, meetings, presentations).
- D. Assist board in selecting list of qualified bidders for the general construction of project.
- E. Issue bid documents and solicit bids for general contractors, assist board in selecting general contractor for project.
- F. Support construction of project by providing construction administrative services during construction
- G. Coordinate with Contractor(s) in observation of the construction work, preparing change orders, and reviewing applications for payment.
- H. Provide direction and clarification as needed to general contractor (RFI'S).
- I. Review and approve submittals.
- J. Visit the site periodically for review of the work and to meet with owner and contractor.
- K. Prepare the necessary punch list and project closeout documents.
- L. Monitor and facilitate corrective actions by those responsible on project warranty items.

The scope of the services outlined above shall generally be as described in the standard forms of AIA contracts, most current editions, including:

Form B101 – Standard Form of Agreement Between Owner and Architect
Form AIA Document A101- Standard Form of Agreement Between Owner and Contractor
Form A201 – General Conditions of The Contract for Construction

The following clarifications are included:

1. It is anticipated that project coordination meetings will be held with all parties through all design stages an average of once every 2 weeks, at the town office. The architect shall prepare and issue meeting minutes of all design phase meetings.

2. It is anticipated that project coordination meetings will be held with all parties through the full construction phase an average of once every two weeks at the project site. The construction General Contractor shall prepare and issue meeting minutes of all construction phase meetings.
3. The Architect shall provide guidance and assistance to the owner with all required state and local permitting processes, presentations and applications.
4. The Architect shall be responsible to coordinate all design disciplines through all phases of the project.
5. Mechanical design shall evaluate multiple alternative systems to determine which system or combination of systems provides the best combination of performance, energy efficiency and low maintenance. The Owner wished to evaluate the cost to air condition some or all portions of the building.
6. The following guiding principles, relating to the new Town Office space, were identified by the TOTF and presented at the February 10 public forum:
 - a) New town offices should meet the Town's long term needs (e.g., serve the town for 50+ years) either through initial construction or a potential for future expansion.
 - b) The Town Office should enhance Waitsfield's built environment and sense of civic pride through quality design and construction, and should serve as a model for energy efficiency.
 - c) The decision to relocate the Town Office should be based on a realistic understanding of the Town's fiscal outlook and the impact on taxpayers.
 - d) The decision to relocate the Town Office is ultimately a decision of the voters, and any proposals made by the Town Office Task Force should be the result of an inclusive public outreach effort that provides meaningful opportunities for Waitsfield's citizens to weigh in.
7. Although a desired TOTF goal for the new Town Office is that it "serve as a model for energy efficiency", LEED certification will not be required.

III. Future Town Office Space Program

Preliminary calculations suggest new Town Office space should be about 4,330 square feet comprised of the following: office space (1,250), vault (500), meeting area (600), bathrooms (320), utilities (150), storage (550), counter, files (300), entry, hallways (660). Other considerations: break room, public notice area, 100+ year plan with expansion potential, energy efficiency, and extra space for potential rental revenue.

The selected Architect will work with the TOTF to further develop and confirm the space requirements for the building's program elements. The TOTF wants to evaluate whether the new Town Office could be designed to have less space initially then identified in the program outlined above if unfinished or expansion space were planned into the design of the facility.

IV. PROPOSED SCHEDULE

- RFP advertised on September 13, 2012
- Site visit at proposed new Town Office location at 10:00 am, Wednesday, Sept.19, 2012
- Proposals due at the Town Office by 12:00 pm on Friday, September 28, 2012
- TOTF may schedule interviews on October 4, 2012 between 6:00 pm and 8:00 pm
- Consultant team selection by October 5, 2012

- Initiate design services by October 12, 2012
- Prepare conceptual design alternatives for presentation to TOTF by November 2, 2012
- Present selected conceptual designs at public outreach meeting in Mid-November
- Present schematic design of preferred concept option to TOTF on, or before, Dec. 7, 2012
- Complete schematic design by December 21st
- Complete schematic cost estimate of construction and soft costs by January 18, 2013
- Prepare presentation materials for public outreach meetings between late January 2013 and mid-February 2013
- Bond vote for project's Phase II funding on Town Meeting Day, 2013
- Phase II services would begin in Mid-March 2013; if the Town approves funding for project
- Complete Design Development Services by July 31, 2013
- Complete preparation of Bid Documents by November 30, 2013
- Pre-qualify Bidders in December, 2013
- Bids for construction between mid-January and February 14, 2014
- Execute contract for construction by mid-March, 2014
- General Contractor to prepare shop drawings, coordination drawings and submittal for Owner/Architect review in late march and April of 2014
- General Contractor to mobilize and start construction at earliest feasible date in late-April or early May, 2014
- Construction to be substantially complete by May 31, 2015

IV. REQUIRED ELEMENTS OF PROPOSAL

Technical Proposal. Six (6) copies of the proposal should be submitted which, at a minimum, includes the following information:

- A short statement of interest and demonstration of the Consultant's understanding of the scope and objectives of the project.
- Detailed scope of services and methodology, including specific activities and tasks to be performed, individual(s) to be involved, and an estimate of hours associated with each.
- Proposed timetable for project tasks, including estimated hours associated with each.
- Qualifications of the individual(s) who will be involved in the project, including relevant past experience.
- Summaries of three or more relevant projects, including the names and telephone numbers of references.

The proposal should be printed on double-sided paper to the extent possible and bound in such a way to allow for recycling. In addition please submit an electronic copy of all materials submitted.

Cost of Services. In a separate sealed envelope from the technical proposal, please provide information about the costs associated with the proposed schedule of services, including anticipated costs of delivery, phone, travel, photocopies, etc. Include the hourly rates of involved personnel in the event that further services beyond, or adjustments to, the final project scope of work is desired.

The Architectural Team is to include all consulting disciplines necessary for completion of the project, except as noted otherwise. This is to include the following as a minimum, with proposed fees broken down per the following matrix:

	Phase I Services	Phase II Services			
Design Service	Schematic Design	Design Development	Construction Documentation	Bidding	Construction Administration
Architectural Design					
Site Engineering					
Landscape Design					
Structural Engineering					
Mechanical Engineering					
Electrical Engineering					
Independent Cost Estimating					

V. ADDITIONAL INFORMATION

Members of the Town Office Task Force will review the submissions. The TOTF may elect to interview any respondents or none. The technical proposals will be reviewed first. The cost proposal will be opened after review of the technical proposals is complete. The recommendation for award of the contract will be based upon the following considerations:

1. Responsiveness to the Request for Proposals;
2. Qualifications of the consultant or team;
3. The proposed schedule for completion.
4. Assurance that the consultant can perform the contract within the time specified;
5. Experience working with citizen committees;
6. The content of the cost proposal, including the approach taken to develop the overall estimate of both costs and person-hours; and
7. In accordance with the Waitsfield Procurement Policy.

The Town reserves the right to reject any or all proposals and to award the contract as determined to be in the best interests of the Town. All proposals become the property of the Town of Waitsfield upon submission. Waitsfield is an equal opportunity employer.

For more information, contact Jennifer Peterson, Town Clerk, at (802) 496-2218 or waitsfld@madriver.com.

Proposals will be accepted at the address below until **12:00 pm, Friday, September 28, 2012.**

Responses should be clearly labeled “New Town Office - Proposal for A/E Services” and be delivered to:

Jennifer Peterson, Town Clerk
 Waitsfield Town Office
 9 Bridge Street
 Waitsfield, Vermont 05673