

TOWN OF SOUTH HERO

REQUEST FOR PROPOSALS

NEW TOWN OFFICE BUILDING

August 13, 2024

The Town of South Hero 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 South Hero Village Zoning District.

I. PROJECT BACKGROUND

The South Hero Town Office currently occupies approx. 3,000 sq. ft. at 333 US Route 2 in the South Hero Village District. There has been a need for increased storage, office, and meeting space within the Town Office for many years. In 2023 an existing conditions survey identified structural and environmental deficiencies in the existing town office, ultimately concluding the building to be beyond repair. In 2024 the town formed a Town Office Committee to define the needs, examine options, solicit public input, contract for professional services, and make recommendations to the Select Board regarding a new Town Office.

The Committee recently completed a comprehensive feasibility study which concluded that a new Town Office should be created on the same parcel as the existing town office. A possible site layout has been included in this RFP and is labeled "Site A" on the attached site plan.

The Committee 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 in Section IV.

II. SITE VISIT

There is an OPTIONAL site visit, interested parties should meet at the current South Hero Town Office at 10:00 am, Wednesday August 28th , 2024. Questions will be recorded and answered via addendum.

III. QUESTIONS / REGISTER AS AN INTERESTED PARTY

If respondents have questions or want to register as an interested party to receive addendums, please email: townadmin@southherovt.org and sh.townofficebuilding@gmail.com no later than Friday, September 6th, 2024, 4:30pm. Answers to all questions will be released via addendum to all interested parties.

IV. SCOPE OF SERVICES

Phase I Services (Schematic Design, Cost Estimating and Materials Required for a Bond Vote in March of 2025):

- A. Meet with the Town Office Committee and Town Office Staff to reach a thorough understanding of the project.
- B. Provide schematic design alternatives and present to the Committee a complete schematic design from selected alternatives. Prepare presentation materials to assist the Committee in building public support for the project and securing the bonding needed to complete the project. Provide an independent, detailed cost estimate for construction as well as anticipated soft costs for the project in order to determine the level of funds needed to complete the project. Provide colored renderings of design mounted for presentation for public outreach meetings.
- C. Provide support to the Town in securing bonding for the project (materials, meetings, presentations).
- D. The scope of services for Phase I will be paid with a regional planning grant awarded to South Hero. Phase I services are limited to \$20,000.

Phase II Services (Design Development, Bid Documents, Bidding and Construction Administration Services, To be award upon successful project funding):

- A. Prepare design development, construction drawings, and contract documents based on the program and approved schematic design.
- B. Meet as often as needed with the Committee and Town staff. Prepare project plans, manuals, and bid specifications for construction.
- C. Assist board in selecting a list of qualified bidders (or Construction Managers) for the general construction of the project.
- D. Issue bid documents and solicit bids from general contractors, assist board in selecting general contractor (or Construction Manager) for project.
- E. Support construction of project by providing construction administrative services during construction
- F. Coordinate with Contractor(s) in observation of the construction work, preparing change orders, and reviewing applications for payment.
- G. Provide direction and clarification as needed to the general contractor (RFI'S).
- H. Review and approve submittals.
- I. Visit the site periodically for review of the work and to meet with the owner and contractor.
- J. Prepare the necessary punch list and project closeout documents.
- K. 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. The Town of South Hero is open to various project delivery methods, either Design, Bid, Build Delivery (AIA A101/B101) or a Construction Management as a Constructor (AIA A133/B133). Regardless of delivery method, the minimum scope of services shall be the same.

The following clarifications are included:

1. Bidders should include all necessary design sub-consultants needed for the project: Geotechnical, Civil, Structural, Architecture, Mechanical, Electrical (including Fire Alarm), Plumbing, and Cost-Estimating.
2. 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.
3. 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.
4. The Architect shall provide guidance and assistance to the owner with all required state and local permitting processes, presentations and applications.
5. The Architect shall be responsible to coordinate all design disciplines through all phases of the project.
6. 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 entirety of the building should be fully-conditioned with heating, cooling, and ventilation.
7. The following guiding principles, relating to the new Town Office space, were identified by the Committee:
 - 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 South Hero'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.
8. LEED, Green Globes, or any other Verification/Certification other than required by Vermont Building and Energy Codes will not be required for this project. .

V. FUTURE TOWN OFFICE SPACE PROGRAM

Preliminary calculations suggest new Town Office space should be about 4,100 square feet, See Attached Program of Spaces in **Appendix A**. Other considerations: public notice area, 100+ year plan with expansion potential (See Program of spaces), and energy efficiency.

The selected Architect will work with the Committee to further develop and confirm the space requirements for the building's program elements. The Committee 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.

VI. PROPOSED SCHEDULE

- Finalized RFP by committee and ready to submit to Selectboard August 6th, 2024
- RFP to Selectboard on August 12th, 2024
- Posted and advertised by August 16th, 2024 (Construct Connect, and Vermont Bid Registry)
- Site visit at proposed new Town Office location at 10:00 am, Wednesday August 28th, 2024
- Deadline to register as an interested party to receive addendums Friday, September 6th, 2024, 4:30pm
- Proposals due at the Town Office by 12:00 pm on Friday, September 13th, 2024
- The Committee may schedule interviews on September 19th, 2024 between 6:00 pm and 8:00 pm, Consultant team selection recommendation to Selectboard by September 23rd, 2024
- Selectboard votes on consultant recommendation September 23rd, 2024
- Initiate design services by September 24th, 2024
- Prepare conceptual design alternatives for presentation to the Committee by November 1, 2024
- Present selected conceptual designs at public outreach meeting in Mid-November
- Present schematic design of preferred concept option to the Committee on, or before, Dec. 7, 2024
- Complete schematic design by December 20th, 2024
- Complete schematic cost estimate of construction and soft costs by January 3, 2024
- Special Selectboard meeting on January 6th, 2025 to approve construction bond article
- Prepare and present presentation materials for public outreach meetings between late January and mid-February 2024
- Bond vote for project's Phase II funding on Town Meeting Day, March 4th, 2025
- Phase II services would begin in Early April 2025; if the Town approves funding for project
- Complete Design Development Services by May 9, 2025
- Complete preparation of Bid Documents by July 25th, 2025
- Pre-qualify Bidders in July 2025
- Bids for construction by September 12th, 2025
- Execute contract for construction between late-September and early-October, 2025
- General Contractor to mobilize and start construction at earliest possible date after executing contract for construction.
- Construction to be substantially complete in 2026

IV. REQUIRED ELEMENTS OF PROPOSAL

Technical Proposal. Electronic Copies in PDF format 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 individual(s) who will be involved in the project, including relevant past experience.
- Summaries of the three or more relevant projects, including names and telephone numbers of references.

Cost of Services. In a separate PDF file, 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				Total
Service	Schematic Design	Design Development	Construction Documentation	Bidding	Construction Administration	Design
Architectural Design						
Site Engineering						
Landscape Design						
Structural Engineering						
Mechanical Engineering						
Electrical Engineering						
Independent Cost Estimating or Preconstruction Services by CM						
Phase I Total <i>**NOT to exceed \$20,000</i>		Phase II Total				
		Total Cost of Services				

V. ADDITIONAL INFORMATION

Members of the Committee will review the submissions. The Committee 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

In accordance with the South Hero 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 South Hero upon submission.

Proposals will be accepted at the address below until **12:00 pm, Friday, September 13, 2024**. Email Subject line should be labeled “New Town Office - Proposal for A/E Services” and be delivered to: townadmin@southherovt.org and sh.townofficebuilding@gmail.com.

Appendix A

Room Identification	Room/Space Name	Size (in Sq Ft)	Attributes	Adjacencies
Common Spaces				
001	Porch/Covered Entry for Students to wait for bus	0	100sf Outdoor Covered/Protected space to be out of rain/wind	
100	Vestibule	50	Prevent drafts/conserves energy	
101	Lobby	100		Town Clerks Suite, Bathrooms, Meeting Rooms, Multi-Purpose Room
102	All-Gender Restroom	50	ADA Accessible	Lobby
103	All-Gender Restroom	50	ADA Accessible	Lobby
104	Kitchenette/Break Room	100	Window into Multi-purpose, (2) microwaves, coffee maker, sink, 10LF of counter space.	Multi-purpose
105	Multi-Purpose Room (49 people * 15sf/person)	735	Selectboard/Committee Meetings, TV, A/V (Owl meeting pro), speakers/PA system?, would like to have committee/board to be able to face audience in C-Shaped or U-Shaped Table(s), Current setup too narrow.	
106	Mechanical Room	150		
107	General Storage	150	Chairs, tables?	Multi-Purpose Room
108	Janitors Closet	50	Mop Sink, Cleaning supplies	
Town Clerk's Office				
200	Town Clerk reception area	75	(2) chairs for people waiting for service, Transaction Counter	
201	Town Clerk	150	Desk (XX linear feet), Typewriter,	Reception, Copy Room, Vault, Research area
202	Assistant Town Clerk	75	Desk (XX linear feet)	Reception,
203	Assistant Town Clerk	75	Desk (XX linear feet)	Other Clerk Spaces
204	Town Administrator	125	Closed Office	
205	Treasurer Office	125	Desk (XX linear feet), Filing Cabinet, Window, quiet space	Enclosed office, Away from Reception
206	Vault	350	Existing 12x15 nearly full, will need new map cabinet shortly, 1-2 Land Records book growth per year. Vault must meet state/federal requirements for Fire rating, power, temperature, humidity, security/etc.	Town Clerk
207	Vault Research area	125	(2) Desks 5 Linear feet for land records research	Sightline to Town Clerk
208	Town Clerk Storage	50	Office Supplies	
209	Voting Storage	75	Voting Machine, Voting Booths	Multi-Purpose Room
210	Copy Room/Space	150	Photocopier, Large Format Scanner, Larger format printer, Shredder, Paper Cutter, Recycling and Trash	Town Clerk, Zoning, Listers, Needs central Location
Zoning Office				
300	Zoning Administrator	150	±16 linear feet of Wall space for town maps, Ample Desk space (22 Linear Feet @ 30" deep), closed office, 2 visitor chairs, Natural Light	Not Adjacent to / away from the Lobby
301	Zoning Assistant (Future Position)	75	Open workstation	Zoning Administrator
302	Meeting Room	100	Small Meeting room for 4-6 people	*Note: Employees feel the meeting rooms are too small
303	File Cabinet	75	Need space for 6 file cabinets	Immediate adjacency to ZA, could be in ZA office if area is combined,
Listers Office				
400	Listers Open Office (3 people @ 75sf/p)	225	(XX) Linear Ft of wall space for maps, (1 future space)	Copy Room
401	Meeting Room	100	Small Meeting room for 4-6 people	Near Zoning, *Note: Employees feel the meeting rooms are too small
402				
	Total Program Space	3535		
	Grossing Factor (15%)	531		
	Total Building Area	4066		
Expansion (In Future Addition)				
501	Recreation Dept Director Office	150		
502	Recreation Dept Storage	150		
503	Meeting Room for Listers (Existing 401 to Become Listers a Office)	100		
	Total Expansion Area	400		
	Addition Grossing Factor (20%)	80		
	Total Addition Area	480		
	Full Future Buildout Total:	4546		

Site A

