

# Town of South Hero

## ADDENDUM #1 RFP

Request date 8/15/2024

Closing date 9/13/2024

### ARCHITECTURAL AND ENGINEERING SERVICES NEW TOWN HALL BUILDING

The following changes, additions, deletions, clarifications, or corrections shall become part of the Request for Proposals for the above listed project. This Addendum #1 dated **September 9, 2024** forms part of the RFP document and modifies the original documents. **Addendum #1 MUST be acknowledged in the cover letter.** Failure to do so may subject response to disqualification.

|   |                                    |
|---|------------------------------------|
| Town of South Hero  |                                    |
| RFP<br>Architectural and Engineering Services –<br>New Town Hall Building | New Town Office Building Committee |

| Question  | Response   |
|---|--|
| 1. Are either of the buildings proposed for demolition registered historic buildings?   | The committee inquired with the Town Clerk, Zoning Administrator, and reviewed a recently completed National Register of Historic Places registration which was utilized in creating a downtown historic district. The document provides information about both buildings.<br>See attached. It is the Committee's understanding that neither building is a registered historic building.   |
| 2. Has it been determined if the proposed site is suited appropriately to have a wastewater system installed? For example soil conditions, topography, the size of the system for the lot and setbacks. | The subject site consists of 2 parcels, both owned by the Town of South Hero. The existing Town Hall, and Island Craft Shop (formerly occupied by South Hero Rescue) are located on these two parcels. Both buildings would be demolished to allow sufficient space for the new town hall. It is anticipated that a "best fix" system will need to be designed and permitted utilizing the grandfather wastewater flows from the existing buildings as part of Phase 2. Both existing wastewater systems would be abandoned. |
| 3. Is the project subject to Act 250 Jurisdiction.  | The combined parcels are under 10 acres, and not previously subject to Act 250 Jurisdiction. So it is the Committee's understanding that the project should not be subject to Act 250 permitting.  |

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|   |  |
|---|--|
| 4. Have any hazardous materials inspection or remediation been completed?   | Not yet. The Committee received a proposal from Clay Point Assoc. to perform the inspections. The committee is waiting for Selectboard authorization to proceed.   |
| 5. Are there geotechnical reports available for the property?   | No, This will need to be a part of Phase 2.  |
| 6. Is there a survey of the site?   | No, This will need to be a part of Phase 2. The Building Committee did some initial investigation based on adjacent property surveys and tax maps.<br>See attached.  |
| 7. The bid documents are scheduled to be issued July 25th and issued to bidders and then bids due September 12th. 6 weeks is a long time to receive bids? Why is it so long?  | The committee felt 4-6 weeks is not uncommon for bidding, 6 weeks allows for ample time for questions, addendums, and gives bidders at least a week to react to addendum/answers to questions. The Town will work with the selected team to finalize what best fits the project. |
| 8. Securing bids in the middle of the summer from multiple bidders may be difficult as many are typically booked up for the year and prices can be higher. Is there any consideration to wait until the first of the year 2025? | Due to the mold and other issues with the existing town office, the Town and committee would prefer not to delay the start of construction unless there were significant savings.  |
| 9. I do not see on the schedule the time required to secure permits, town, state and wastewater? Where does this fit in?  | We assume some permits would be applied for during the construction documents phase of the project, however, respondents should incorporate permitting into their proposed schedules, and highlight anything they feel may conflict with the RFPs schedule.                      |

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|   |  |
|---|--|
| 10. Will bids be solicited through the construction registry or a list compiled by the town and architect?  | If the proposal is submitted under a Design-Bid-Build delivery method, then yes the bid will be listed by the town on the Vermont Bid Registry and other places as well. If your proposal includes a Construction Manager, then bidding will be the CM's responsibility. |
| 11. Starting work in the fall will put the building into some winter conditions that add cost to a project. Again any consideration to wait and start spring of 2025? | Due to the mold and other issues with the existing town office, the Town and committee would prefer not to delay the start of construction unless there were significant savings.  |
| 12. Are there any buried oil tanks on the property?   | The Committee is aware of a buried oil tank near the North East corner of the Town Hall building.  |
| 13. Can we assume Design Bid Build for purposes of our proposal?  | The RFP allows for both Design-Bid-Build as well as CM Delivery methods, please choose the method you feel best supports your team, and our project.   |

The list of Interested Parties was requested and listed below, in alphabetical order:

- AES Northeast
- ConstructConnect
- Cross Consulting Engineers
- CX Associates
- The Galante Architecture Studio
- Scott + Partners Architecture
- Smith Alvarez and Sienkiewicz Architects
- Wiemann Lamphere Architects

use of intoxicating liquors" and "that he will devote his whole time and attention to his trade as a blacksmith."<sup>56</sup> Elmer E. Hill (HD #5) purchased the property in 1949.

### **7. South Hero Rescue, 1977, 329 VT-2, non-contributing building due to age**

This is a one-story, gable-front, wood-frame building with vertical board siding, concrete foundation, and corrugated metal roof. Fenestration consists of triple and double, single-pane casement windows. There is an overhead door on the street-facing (north) gable end.



*Figure 6. View of HD #7 (South Hero Bicentennial Museum).*

Built in 1977, the South Hero Rescue Squad building cost \$12,000. It had a "classroom for weekly drills and first aid classes, an ambulance bay, and two storage areas."<sup>57</sup>

### **8. South Hero Town Offices, c.1929, 333 VT-2, contributing building**

This is a one-and-a-half-story, gable-front, wood-frame building. It rests on a concrete foundation with a textured rock-faced concrete block and a corrugated metal roof with exposed rafter tails. Fenestration consists of one-over-one replacement vinyl double hung sash with concrete lintels. Abutting the east elevation is an exterior concrete block chimney. A shed-roofed dormer is on each side of the north portion of the gable roof. Fenestration with the dormer consists of six-over-two wood windows. The gable and dormers are sheathed in clapboards. Centered on the street-facing (north) elevation is an entry protected by a gable-roofed porch with square posts.

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<sup>56</sup> South Hero Land records, Book 12, Pg. 516 (1899), South Hero Town Clerk's Office, South Hero, Vermont

<sup>57</sup> *Burlington Free Press*, January 22, 1978.

This was South Hero Town Hall. In August 1927, nearly \$3,000 was pledged towards the construction of a new town hall.<sup>58</sup> In December 1928, there was a Thanksgiving Ball at South Hero “for the benefit of their proposed new town hall” which “was largely attended and was a big success in every way.”<sup>59</sup> In 1976, the town of South Hero spent \$24,000 “to convert the old building” and by March 1976, “renovations are nearly completed.”<sup>60</sup>

### **9. George Duba House, c.1920, 324 VT-2, non-contributing building due to alterations**

This is a one-story, hipped-roofed, wood-frame building with rounded rafter ends. Resting on a concrete foundation, it is sheathed with wood panels and has an asphalt shingle roof. Fenestration consists of one-over-one replacement windows. A one-story, shed-roofed porch supported by square posts extends along the street-facing (south) elevation.

This was a single-family-dwelling from 1920 to 1970. In 1901, George H. Duba (1869-1947), who formerly lived at HD #3, was the first occupant. Duba worked for John Warren as a blacksmith in Grand Isle before moving to South Hero in 1901. Duba was born in Isle La Motte and was a member of the Isle of Patmus Masons.<sup>61</sup> He married Lizzie Larrow in 1895.<sup>62</sup> It was then the village post office, craft store, karate studio, and Champlain Islanders Developing Essential Resources (CIDER) home offices.

### **10. Old Meeting House, 1816, 320 VT-2, contributing building**

This is a two-story, gable front, 40' by 47', wood-frame building with a steeple. It is oriented perpendicular to the road and has a moderate setback. Blacktop extends on all sides, with a small grass strip except the east. Resting on a random ashlar limestone foundation with silica mortar, it is sheathed with wood clapboards and has a slate roof. Architectural features include cornice returns and flat corner boards.

Centered on the street-facing (south) elevation is a six-panel door. Fenestration consists of two-over-two double hung sash with architrave moldings. The street-facing (south) elevation has two shuttered windows flanking the center entry at the first story and three evenly spaced windows at the second story. The south elevation originally had two separate entrances with Greek Revival entablatures. The south elevation has the same fenestration pattern as originally built but lower windows were changed to match the upper windows some time after 1895.<sup>63</sup> The windows were originally 12/12 double hung sash.

The west elevation has five windows at the first story and a single window in the southernmost bay at the second story. The remaining second-story windows consist of four pairs of larger two-over-two double hung sash. The southernmost second-story window reflects the size of the original windows which were replaced in the 1920s with larger two-over-two double hung sash to meet new Vermont school regulations for requiring minimum light into classroom spaces.

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<sup>58</sup> *Burlington Free Press*, August 19, 1927.

<sup>59</sup> *Burlington Daily News*, December 1, 1928.

<sup>60</sup> *Burlington Free Press*, March 26, 1976.

<sup>61</sup> *Burlington Daily News*, March 17, 1947.

<sup>62</sup> *Burlington Free Press*, January 5, 1895.

<sup>63</sup> Newman, Scott. *Conditions Assessment: Granny's Attic, South Hero*. Burlington, Vermont, 2014.



**SOUTH HERO TOWN OFFICE**  
SITE ONE



## 329-333 US Route 2

*Existing Town office and Island Craft Shop Parcel*

**Parcel Size: 0.8 acres** -There does not appear to be a survey on file for the town office parcel.

The Craft Shop parcel (329 US Route 2) appears to be 17,690 SF or 0.406 acres. Approx. 119.8' wide, and 146' deep

The Town office parcel (333 US Route 2) appears to be 17,375 SF or 0.399 acres. Approx. 102.8' wide, and 170' deep

The total RT 2 frontage of both parcels is about 222.6'

The total size of the combined land is 0.8 acres

Adjacent parcels: The Harris parcel east of the craft shop is 0.0911 acres. 45.23' wide, and 87.77' deep. The dimensions are from a 2002 survey

Adjacent parcels: The portion of the Lawrence parcel west of the Town Office is 46.44' wide, and part of a 26+ acre parcel. Dimensions from Jolley zoning file

Attachments:

**Exhibit A** - Property lines over drone orthophoto. Boundaries are based on surveys and site plans of adjacent properties and should be considered approximate.



335 US  
Route 2  
Lawrence

335 US  
Route 2  
Lawrence

335 US  
Route 2  
Lawrence

44' 7"

121'

20' 5"

102' 7"

29' 11"

40' 4"

50'

A portion of  
323 US  
Route 2  
Bellinghri  
0.059 Acres

58'

58' 3"

192' 4"

64' 6"

147' 6"

42'

323 US  
Route 2  
Bellinghri

146'

51' 6"

27'

335 US  
Route 2  
Lawrence

337 US  
Route 2  
Jolley  
Assoc. LLC

87' 9"

87' 9"

34' 5"

192' 11"

129' 9"

325 US  
Route 2  
Harris  
0.091 Acres

329 US Route 2  
Town of South Hero  
0.406 Acres

333 US Route 2  
Town of South Hero  
0.399 Acres

41' 11"

55'

46.5"

46' 2"

119' 9 3/4"

102' 9"

Total Acreage of 329 & 333 US Route 2  
Both town owned parcels = 0.8 acres

Approximate property dimensions  
based on surveys and site plans of  
adjacent properties



**Sequence of required approvals for the proposed town office, if across the street**

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- 1. Boundary adjustment – approved by administrative review (zoning administrator) if not part of a proposed project requiring DRB review. A boundary adjustment needs a full survey and to meet the requirements of Table 4.1. ZA’s approval has 30-day appeal period before the BA becomes effective.**
  - 2. Town Park needs a site plan review by the DRB, requiring an engineered site plan meeting the requirements of Table 3.2. Initial submittal of a complete application to final decision takes approx. 3 months, plus an additional 30-day appeal period.**
  - 3. The proposed Town Office will require a Conditional Use and Site Plan review by the DRB, requiring a narrative and an engineered site plan meeting the requirements of Table 3.2. Initial submittal of a complete application to final decision takes approx. 3 months, plus an additional 30-day appeal period.**
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**Sequence of required approvals for the proposed town office, if next to current Town Office ----**

- 1. Boundary adjustment – approved by administrative review (zoning administrator) if not part of a proposed project requiring DRB review. A boundary adjustment needs a full survey and to meet the requirements of Table 4.1. ZA’s approval has 30-day appeal period before the BA becomes effective.**
- 2. The proposed Town Office will require a Conditional Use and Site Plan review by the DRB, requiring a narrative and an engineered site plan meeting the requirements of Table 3.2. Initial submittal of a complete application to final decision takes approx. 3 months, plus an additional 30-day appeal period.**



# List of state and federal permits that may be required by location

Prepared by Jay Buermann, Civil Engineer

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### PRELIMINARY PROJECT REVIEW SCREENING

Project: South Hero Town Offices

Date: May 28, 2024

| Permit  | Generally Required For  | Likely Required?     |                          |
|---|---|----------------------|--------------------------|
|   |   | 318-320 (North Side) | 329-333 (South Side)     |
| Vt. Stormwater Permit #3-9050                       | New/redeveloped impervious surface is > 1/2 acre, OR expanding impervious > 5,000 sf to bring site total over 1.0 acre.   | Yes                  | No (0.68 ac. site total) |
| Vt. Stormwater Permit #3-9020                       | Total construction impact greater than 1.0 acre   | No                   | No                       |
| US Army Corps Permit                                | Impact to a significant wetland, or impact below/beyond shoreline (elevation 98.0 on Lake Champlain)  | No                   | No (but mapped hydric)   |
| Vt. Wetland Permit                                  | Impact to a significant wetland or buffer zone (usually 50 ft. adjacent to wetland)   | No                   | No                       |
| Vt. Highway Access Permit                           | New access, or increased traffic for existing access, or any local Site Plan Review, at State highway   | Yes                  | Yes                      |
| Vt. Water Supply Permits                            | New water services/mains more than 500 ft. long, or serving 10+ residences or 25+ occupants; or new public water supplies   | No                   | No                       |
| Vt. Wastewater System & Potable Water Supply Permit | New or increased demand on water supplies or wastewater systems, or revising building use or property lines, or new exterior water/sewer pipes  | Yes                  | Yes                      |
| Vt. Act 250 (a.k.a. "Land Use") Permit              | Creation of 10+ residential lots within 5 years (or 5+ lots in Towns without Subdivision & Zoning regulations), or a non-residential development on 10+ acres (or on 1+ acre in Towns without Subdivision & Zoning regulations, such as Isle La Motte or Alburgh) | No                   | No                       |
| VT Historic Preservation                            | Review might be triggered, depending upon funding source; both sites have history, but might not be deemed "significant" for further investigations or preservation   | Unknown              | Unknown                  |
| US Fish and Wildlife                                | Review might be triggered, depending upon funding source; no significant impacts expected (esp. bat habitat)  | Unknown              | Unknown                  |
| Hazardous Waste Sites                               | Nearest mapped hazardous waste (low risk sites, no direct permitting impact expected)   | Adjacent             | Approx. 50 feet          |

*The above summary of work requiring specific permits is generalized and does not reflect all the details of what work may trigger the need for a permit. The "likely required" is based upon the Engineer's preliminary understanding of the project scope as defined by the Client, and/or the Engineer's preliminary review of the project site from State database imagery. This Preliminary Project Review Screening is intended to provide the Client with an initial guide of potential permit requirements; subsequent project planning and investigations may alter the need for these permits, and/or additional permits (not listed here) may prove necessary. The Client remains solely responsible for obtaining ALL necessary permits prior to construction.*

**Notes:**

Anticipate that VTrans will strive, on either site, to refine and better restrict the US2 accesses. On either site, if wastewater disposal is not economically feasible, then holding tanks may be a viable option.