

REQUEST FOR QUALIFICATIONS

Architectural and Engineering Services for Shaftsbury Town Offices at Cole Hall Expansion and Renovations Shaftsbury, Vermont

RFQ Due by 3:00 p.m. May 25, 2023

PROJECT DESCRIPTION

Overview

The Town of Shaftsbury is seeking architectural and engineering services to develop construction ready documents for the renovation and expansion of Cole Hall. Cole Hall is located in South Shaftsbury Village Center on Buck Hill Road.

Context and Background

Cole Hall, a Gothic Revival stone building built in 1834, inclusive of wooden steeple, slate roof, stone walls decorated with wood trim, wood doors and multi-story wood windows. The building serves as the Town Office building.

The project consists of the construction of an addition to Cole Hall that will serve as the main entrance. It will house an elevator or other lift device that will serve the building in compliance with ADA guidelines. Renovations will include expanding the Clerks office, demolition of interior staircase and lift, creating storage areas, and replacement of the heating system. Exterior work includes demolition of the staircase and walkway on the east side of Cole Hall.

Funding

This project will be financed in part by ARPA funds, and a combination of Town Reserve Funds and State Grants. Although the scope of work does not include contract administration, the owner of the project intends to continue the relationship with the architectural/engineering team through construction phases.

Project Deliverables

- **Existing conditions:** Survey the existing conditions, digitally scan, take accurate measurements, and create a three-dimensional model and prepare a set of existing conditions drawings.
- **Schematic Design:** Includes, but not limited to: floor plans, 3D perspective drawings, and exterior building elevations as required to illustrate the design of the architectural solution.
- **Design Development:** Floor plans, exterior elevations, interior elevations, hardware, plumbing, appliances, cabinetry, stone, tile, and lighting
- **Construction Documents:** Drawings and specifications suitable for construction by a General Contractor and for state and local permitting.
- **Bidding and Negotiation:** Assist owner with obtaining bids, and selecting a bidder.
- **Structural Engineering:** Services from assessment through construction documentation.
- **Civil Engineering:** Topographic survey, site visit, existing condition and demo plan, permitting support
- **Coordination:** Attend project meetings and coordinate sub-consultants.
- **Mechanical Engineering:** Services for plumbing and heating systems through construction documentation.
- **Electrical Engineering:** Services for power and lighting systems through construction documentation.

Conceptual Design

The consultant will develop a 30% conceptual design. This plan set shall include the sizing, type and location of all building additions and systems. This includes heating, air handling and water.

Cost Estimates

Consultant will be asked to provide rough cost estimates for consideration during the alternatives analysis. A draft construction cost estimate will be required with the 30% and 90% design submittals, and a final construction cost estimate will be provided with the 100% design submittal.

Preliminary Design

Once project locations have been reviewed by permitting agencies and confirmed, the Engineer will develop a 90% preliminary design that should include all necessary details for construction. Draft specifications and a draft construction cost estimate must also be provided for review.

Final Design

Once the preliminary (90%) plans have been reviewed by all necessary permitting agencies and the Town, the consultant will address comments and provide 100% design plans and specifications ready for bid, along with a final construction cost estimate and final design report.

Timeframe

Project work to begin no later than: August 1, 2023

Bid ready documents complete by: Dec. 31, 2023

SUBMISSION REQUIREMENTS

All responses to the RFQ shall include the following information:

1. **Cover Letter** – A letter of interest for the project.
2. **Statement of Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead staff member, the proposed role of each consultant, including the name of the firm, year established, and contact information.
3. **Summaries of relevant projects** – Describe relevant experience on similar project for each firm and list the work experience of the individuals expected to be involved in the project. Include a minimum and three (3) professional references for whom a similar project has been completed within the last ten (10) years.
4. **Statement of process proposed** - Describe process for determining and confirming scope of project and scope of services.

The proposal, encompassing items 1-4 above, shall not exceed 15 double-sided pages (30 total pages) including cover letter, project lists and contacts.

All information submitted becomes the property of the Town of Shaftsbury upon submission. The Town of Shaftsbury reserves the right to issue supplemental information or guidelines relating to the RFQ as well as make modifications to the RFQ or withdraw the RFQ.

Respondents should submit one (1) digital copy (PDF) and 5 printed copies of the qualifications by Thursday May 25 3:00pm to:

administrator@shaftsburyvt.gov

Town Administrator David Kiernan

Town of Shaftsbury

PO Box 409 - 61 Buck Hill Road

Shaftsbury, VT 05262

Please expect a confirmation email upon receipt of the qualifications by the Town of Shaftsbury.

If you have any questions about this project or RFQ, please address them in writing either via U.S. mail or email to administrator@shaftsburyvt.gov. We will respond to all questions in writing within 3 business days. Both the question and response will be shared with the other consultants.

Selection Process

Qualifications will be reviewed by a selection committee appointed by the Town of Shaftsbury Selectboard. A short-list of consultants will be selected to submit detailed proposals for the project with a project approach, scope of services, schedule and budget with details on staffing, hourly costs and overhead. Proposals will be presented in-person by the consultants at interviews.

RFQ Schedule Summary

Qualifications due: 3PM May 25, 2023

Interviews: June 5, and June 8 2023

Consultant selection by : June 19, 2023

Project work to begin no later than: August 1, 2023

Bid ready documents no later than: December 31, 2023

Evaluation of Qualifications

Respondents will be evaluated according to the following factors:

1. **Consultant Qualifications** (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) – 85%
 - a. Experience with comparable historic preservation and building rehabilitation projects
 - b. Ability to work with municipalities to attain desired results
 - c. Knowledge of historic preservation practices
 - d. Understanding of and experience working with state agencies
 - e. Proven ability to work with committees and sub-consultants
 - f. Understanding of the project scope and process
2. Quality, completeness and clarity of submission – 15%

Interview Framework

The Town of Shaftsbury reserves the right to select the top two to three highly scored consultants and invite them for an interview. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal.

The interview and presentation is merely to present the facts and explanation to the review committee and allow the selection committee to ask targeted questions of the consultant team. The interview and presentation, if deemed necessary by the review committee, will be held via zoom or at the Shaftsbury Town Offices in Cole Hall, in Shaftsbury, VT. The day and time will be notified to the respondents at least 1 week prior to the meeting. All costs and expenses incurred in traveling for the purpose of the interview and presentation shall be the responsibility of the consultant.

Final consultant selection

Following the selection process, one consultant will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.