

Rochester High School Repurposing “HUB” Project
REQUEST FOR PROPOSAL FOR FEASIBILITY STUDY
[Released 7/15/2021]

The Rochester High School Repurposing “HUB” Project Task Force, on behalf of the Rochester Select Board, is accepting proposals from qualified consultants to conduct a feasibility study on the recently closed Rochester High School (RHS).

The Project involves repurposing the former RHS building to meet identified local and regional needs for childcare and adult daycare, and to enhance economic development and the Creative Economy through the creation of a Makerspace and Arts and Learning Center, as well as support other complementary uses that meet community needs. This facility will serve a geographically isolated rural region known as the Quintown area, which runs along historic VT Route 100 in the narrow, winding corridor of the White River valley, and includes the towns of Granville, Hancock, Rochester, Stockbridge, and Pittsfield. The Project will maintain the RHS building as a community resource to support social engagement, intergenerational activities and learning, as well as preserve continued public use and access to assets such as an auditorium and outdoor recreation resources. The consultant is encouraged to recommend financially feasible programs that the Task Force had not considered but which would be compatible with the project purposes.

The scope of the feasibility study will include determining demand and viability of the proposed uses, a master space plan for the building, a master facility capital improvement plan, an overall operating budget for the building, and an assessment of possible funding sources and strategies for the Project. There is a possibility that the selected consultant may be contracted for design and implementation.

This project is funded by a federal HUD CDBG planning grant that has been awarded to the Town of Rochester. TRORC will handle CDBG grant management and payments with the Town. Proposals should be straightforward and should not include extensive narratives.

They shall, at a minimum, accomplish the following:

I Scope of Work:

- 1. Assess the viability of the proposed uses.** Programs to be operated within the building are the Makerspace, Adult Daycare, Childcare, Arts and Learning Program and Business Incubator/co-working spaces. This work will involve interviews with the applicant to clarify the program concepts and goals, a review of available information about similar programs, and review of pertinent demographic information for the five-town market area (Rochester, Hancock, Granville, Stockbridge and Pittsfield). Applicant will assist consultant in conducting any needed surveys of potential program beneficiaries.

- 2. Prepare a master space plan for the building.** This will require interviews with the applicant to understand the program expectations for the space, an on-site tour of the building, and review of applicable code and regulatory requirements. The resulting plan

will identify the amount of square footage needed for each program and where in the building each should be located. This will also consider uses outside of the four core programs that could potentially be incorporated into the space, included but not limited to low-income housing, municipal offices, and other potential offices uses.

3. Prepare a master facility capital improvement plan. This work will require interviews with the applicant regarding the intended usage of the building, review of the existing “Facilities and Functional Analysis” report, prepared by Black River Design Architects of Montpelier, Vermont, on-site tour of the building, and review of applicable code and regulatory requirements, including those for Adult Daycare and Childcare programs. The resulting report will describe recommended renovations and a plan for capital improvements necessary prior to building occupancy, and by the 5 year and 10 year horizons. Recommendations for energy conservation, flood protection, and remediation of hazardous materials will also be included. The report will estimate the cost of all recommended improvements plus the annual cost to operate the building. Rochester is currently participating in a community-wide energy audit under the Green Mountain Power Resiliency Zone program and if the RHS building is audited during the HUB engagement, the findings will be shared with the consultant.

4. Prepare an overall operating budget for the building, including annual net income or loss over a five-year period. The report will explain all assumptions used to estimate utilization, income and expenses.

5. Conduct a high level assessment of possible funding sources and funding strategies. This would include considering state and federal grants, private grants from charitable foundations, corporate sponsorships, private donations, and town budget allocations and bond financing.

II Response Format

Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the firm’s interest in working with the Project Task Force, including identification of the principal individuals that will provide the requested services.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. Demonstration of success on similar projects, including a brief description and a contact name, with contact information for reference.

B.) A cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost, overhead rate and fee for the project.

III Contract Period and Amount

The Rochester Selectboard will select the consultant on or about August 23, 2021. All work on the project must be completed by February 15, 2022, with a first full draft completed by December 31, 2021. Proposals will be evaluated on the criteria listed below including cost and qualifications of the consultants. Cost is not the only qualification that will be considered.

IV Due Date

Proposals are due to the Two Rivers-Ottawaquechee Regional Commission, 128 King Farm Road, Woodstock, Vermont 05091 by 12 PM August 9, 2021. Four (4) copies of the proposal are required, clearly mark “RHS HUB Project RFP” on the outside of the envelope. Proposals may be e-mailed to vlittlefield@trorc.org.

The Town reserves the right: (1) to accept or reject any or all Proposals in whole or in part and to accept other than the lowest price proposal; (2) to amend, modify, or withdraw this Request for Proposals; (3) to require supplemental statements or information from proposers; (4) to extend the deadline for responses to this Request for Proposals; (5) to waive or correct any irregularities in Proposals received, after prior notice to the proposers.

Qualified disadvantaged (DBE) and women (WBE) businesses are encouraged to submit proposals. Consultants must have an active SAM.gov and DUNS number registration.

All plans, maps, data, reports, databases, and materials used or created for this project will be delivered to and become the property of the Town of Rochester.

Questions shall be directed to Vic Ribaldo, co-chair of the RHS Repurposing Task Force by phone at 802-431-8353 or by email at vic.ribaldo@gmail.com.

Review Criteria	Points
Understanding of the Project + Knowledge of Project Area	20
Qualifications / Experience of Proposed Staff	20
Reasonableness of Proposed Costs/Labor by Task	20
Ability to Meet Schedules & Budgets	10
Past Performance on Similar Projects	20
Knowledge of Federal and State Standards and Policies	10
TOTAL	100