

REQUEST FOR PROPOSALS

ARCHITECTURAL AND ENGINEERING DESIGN SERVICES TOWN OF ROCHESTER, VT

Contact: Julie Smith, Town Clerk
Town of Rochester
P.O. Box 238
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Rochester, VT 05767

Phone: (802) 767-3631

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Date of Issue: October 18, 2024

Deadline: November 15, 2024 at 12:00 PM EST, submission by email to Town Clerk.
No paper copies will be accepted. Adobe PDFs are the required method of delivery.

Background

The Town of Rochester (hereafter referred to as “the Town”) is issuing this Request for Proposals (RFP) on behalf of the Rochester High School Repurposing Project. The project entails renovation of the former high school building, now vacant, located at 222 South Main St, Rochester, VT 05767. The Town seeks to select 1 firm to complete architectural design work, engineering design work, and construction documents for this redevelopment project. This work will be informed by pre-design documentation that has already been prepared for the Rochester High School Repurposing Project Team (hereafter referred to as “the project team”), namely: conceptual space plans, as-built plans, and a preliminary architectural feasibility report. A schematics package is attached to this RFP.

The resulting contract will terminate on May 31, 2025. The Town may choose to amend or extend the contract beyond the initial period if necessary for the success of the project.

Qualified Disadvantaged Business Enterprises (DBEs) are encouraged to submit proposals. The Town notifies all bidders that disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, gender, or national origin in consideration for selection.

The Town will make its firm/team selection and notify all firms on or before November 28th, 2024.

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1. General Information

1.0 Qualifications

A firm or team of firms replying to this RFP must identify in their proposal at least one Vermont Licensed Architect and at least one Vermont Registered Engineer who will participate in this project. Firms must possess experience and technical expertise in managing large development projects, designing renewable energy systems, and ensuring compliance with regulatory requirements of federally-funded construction projects.

1.1 Project Coordinator

Richard Robson, hereinafter referred to as “the Project Coordinator,” shall act as liaison between firms responding to this RFP, the Rochester High School Repurposing Project Steering Committee, and Town of Rochester staff and officials.

1.2 Site Walk-Through

The Project Coordinator will lead a site walk-through for prospective firms on Friday, October 25th. Contact the Project Coordinator (richardrobson0@gmail.com) to confirm your attendance and receive event information.

1.3 Compliance with Federal, State, and Local Laws and Regulations

Prospective firms should be aware that a contract with the Town will be subject to, and be in accordance with, all Federal, State, and local laws and regulations, as may be applicable.

Each firm must be registered with the Vermont Secretary of State or as a foreign firm. The Town will not select firms that are listed on the federal System for Award Management Exclusion List or the Vermont Agency of Administration’s Debarment List.

1.4 Revisions to the Request for Proposals

In the event it becomes necessary to revise any part of this RFP, revisions will be provided to all who notify the Project Coordinator that they intend to attend the site walk-through and/or that they intend to submit a proposal. Revisions will also be posted on the Town’s website. The Town shall bear no responsibility or liability due to copies of revisions lost in mailing or not delivered to prospective firms/teams due to unforeseen circumstances.

1.5 Response Deadline and Questions

In order to be considered for selection, a proposal meeting all requirements of Section 2 of this RFP **must by received by the Town Clerk via email** by the deadline noted above.

The Town shall bear no responsibility for any proposals that arrive, by any means, beyond the Response Deadline indicated above in this RFP. The Project Coordinator will notify all firms whose proposals were received by the deadline.

Questions regarding this RFP shall be submitted by email only to the Project Coordinator, at richardrobson0@gmail.com. The Project Coordinator will maintain a list of RFP questions and answers linked to the project website for firm information (<http://rhsrepurposingproject.org>). **Questions will be accepted until October 30, 2024 to ensure all parties have adequate time to review the answers before the proposal submission deadline.**

1.6 Opening of Proposals

Proposals will be opened and the names of firms that have submitted a proposal will be announced on **November 15, 2024 at 1:00 PM EST, at the Town of Rochester Offices (67 School Street, Rochester, VT 05767).**

1.7 Performance Timeframe

Performance under the scope of work may run until May 31, 2025, unless the contract term is extended by a future contract amendment.

2. **Proposal Information**

Prospective firms are to follow the instructions contained herein in preparing and submitting their response to this RFP. **Failure to follow instructions may automatically lead to the proposal not being reviewed.**

2.0 Proposal Format

Proposals shall be prepared simply, providing a straightforward and concise description of the prospective firm's or team's ability to satisfy the requirements of this RFP. **Adobe PDFs are the required method of delivery.** Proposal components should be packaged as no more than 1 pdf document. Paper copies will not be accepted.

The name of the firm(s) and the title of this RFP must appear on the front page of the proposal. Each page of the technical scope or cost proposals must be numbered consecutively, excluding all appended material.

If two or more firms are collaborating as a team, only one proposal need be prepared and submitted for the team.

2.1 Proposal Contents

The proposal must contain the following components:

1. Cover letter signed by a principal or CEO of the firm, expressing the firm or team's interest in working with the Town. The cover letter shall include the primary contact regarding the proposal; physical addresses, email addresses, and telephone numbers of all firms involved in this project; Unique Entity Identifier (for more information, see sam.gov) for each firm involved in this project; size of firm(s) and number of years firm(s) have been in business; and a statement regarding the firm's or firms' financial stability and ability to complete all services.
2. A list of any actions taken by any regulatory agency or litigation involving the firm(s) or its agents or employees with respect to any work performed. Firms/teams should explain why they are not at fault in these cases or how they have taken steps to avoid their repetition. If no such actions have been taken, state that in the cover letter. **If any element of the program will be subcontracted, please provide the same information for the subcontracting firm(s) as well.**
3. Evidence of insurance applicable to the work. Firms and their subcontractors shall indicate that they have or are willing to obtain coverage for the following minimum insurance requirements: general liability coverage of \$1 million per occurrence and \$2 million in the aggregate; products / completed operations aggregate coverage of \$1 million; personal and advertising injury coverage of \$1 million; motor vehicle liability coverage of \$1,000,000 combined single limit; proof of workers' compensation insurance that accords with the laws of the State of Vermont; employers' liability coverage of \$1 million per accident and \$1 million per employee; and professional errors and omissions (i.e., professional liability) coverage of \$1 million per claim and \$2 million in the aggregate. Coverage shall be primary and non-contributory with any other insurance and self-insurance. If a contract is awarded, the Town must be listed as an Additional Insured on the primary firm's insurance policy.
4. A Technical Scope as outlined in 2.2 and a separate cost proposal as outlined in 2.3.

2.2 Technical Scope

The Technical Scope must contain the following (**if any element of the program will be subcontracted, please provide the same information for the subcontracting firm(s) as well**):

1. List of those people in the firm(s) who will be working on the project, including names, education, professional licenses, registrations or certifications, and relevant experiential background. Please

designate the Principal in Charge and the roles of other key personnel.

2. List of at least three similar projects relevant to the scope of work that the firm(s) have worked on, ideally in northern New England, including client contact information. **Please indicate whether the specific staff who worked on the reference projects are the same as staff listed in the proposal. If not, please provide additional project references that staff listed in the proposal have worked on.**
3. A detailed description of your approach for completing the scope of work outlined in section 5 of this RFP, including a description of the tasks to be performed by the primary firm, and any subcontractors, as necessary to demonstrate thorough understanding and ability to complete the project on time and in an efficient manner.
4. A detailed timeline for deliverables to be produced under this contract. Please note: complete construction documents are required no later than May 31, 2025. However, if at all possible, the team would prefer to have construction documents completed before April 8, 2025, as this would place the project in a stronger position as the Town applies for construction funding through Vermont's Community Development Block Grant Program.

2.3 Cost Proposal

The Town is seeking an Hourly Not To Exceed Contract for full architectural/engineering services through Construction Documents. The cost proposal must be separate from the technical scope, listing the prime firm(s) and each anticipated subcontractor separately and must include:

1. An estimated cost breakdown for each task identified in the proposed scope of work (see section 5 of this RFP), including an anticipated hourly rate schedule for all staff job categories. Distinguish between direct labor, fringe, indirect/overhead, fees and markups, travel, and unit costs.
2. An itemized breakdown of any subcontractor costs and direct expenses proposed, along with markup rate.
3. Note that all mileage rates must match the Standard Mileage Rates for business established by the US Internal Revenue Service. Markups may not be charged on mileage.

2.4 Notice of Applicable Federal Requirements

Final design development phase deliverables and construction documents must comply with all applicable federal, state, and local requirements as set forth in legislation and grant funding requirements, including but not limited to:

1. Build America, Buy America Act (BABAA) requirements under Title IX of the Infrastructure Investment and Jobs Act (IIJA), Pub. L. 117-58, §§ 70901-70953
2. Architectural Barriers Act (ABA) of 1968
3. Americans with Disabilities Act (ADA) of 1990
4. Section 504 of the Rehabilitation Act of 1973
5. Seismic Safety of Federally Assisted New Building Construction requirements of 7 CFR 1942 Subpart A
6. Federal Labor Standards including the Davis-Bacon Act, Contract Work Hours and Safety Standards Act, Copeland Act (Anti-Kickback Act), and Equal Employment Opportunity requirements of Executive Order 11246
7. Clean Air Act (42 U.S.C. 7401-7671q)
8. Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387)
9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) and 24 CFR Part 87
10. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) and 24 CFR part 75

2.5 Cost Liability

The Town assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of proposals, or any other costs prior to issuance of a contract.

3. **Proposal Evaluation**

The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to

cancel in part or in its entirety this RFP as in its best interest. This solicitation in no way obligates the Town to award a contract.

A selection committee shall review the proposals received and will recommend to Selectboard the proposal that will be most advantageous to the Town, cost and other factors considered. The successful firm or team will be required to sign a contract with the Town in which they accept responsibility for the performance of services as stated in their proposal.

The selection committee may elect to interview firms or request supplemental information prior to final selection.

The proposals will be evaluated considering the criteria listed below:

<u>Selection Criteria</u>	<u>Maximum Points</u>
1. Proposal provides all required information as specified in Section 2 of the RFP.	10
2. Proposal is clear and easy to understand.	5
3. Demonstration of familiarity with the site, scope needs, and overall project.	20
4. Demonstration of successful prior experience with similar projects, especially federally-funded projects	15
5. Demonstration that personnel have the requisite qualifications, expertise, and experience to complete the scope of work	10
6. Description of approach is clear, logical, and sufficiently detailed.	15
7. Proposed project timeline is efficient and will meet project team's needs	10
8. Costs are reasonable based on comparison with other firms and other available market information	15

Total Points: 100

4. Performance Expectations

4.0 Conflicts of Interest

Prior to executing a contract or subcontract for services, firms must disclose any potential conflicts of interest.

4.1 Ownership of Material

All rights, titles to, and ownership of the data, material, and documentation resulting from this project and/or prepared for the Town pursuant to this contract shall remain with the Town and the government agencies funding this project.

4.2 Access to and Retention of Records

In addition to terms stated elsewhere in this RFP, the Town shall have access, upon demand, to any books, documents, papers, and records of the successful firm or team, which are directly pertinent to this contract, for the purposes of making audit examinations, excerpts, and transcriptions. The selected firm or team shall insert identical rights of access for these parties into any subcontractor agreement under this contract. This right shall be reserved by the Town for the term of the contract, plus 3 years. All records must be maintained for at least three years from the date of the final payment.

4.3 Maintaining Expenditure Record

The successful firm or team will establish and maintain an accounting system to provide for accurate identification of receipts and expenditure of funds under this project and will utilize generally accepted accounting principles. The firm/team shall track all costs, expenses and billing and provide this information with their invoices to the Town. Firms shall be prepared for audit and compliance visits at their offices.

5. **Project Scope**

5.1 Work to be Contracted Pursuant to this RFP

The firm or team of firms will be required to complete the following work:

1. Schematic Design Phase Services
2. Design Development Phase Services
3. Construction Documents that are bid-ready and include cost estimates
4. Regular communication with the project team to request their input on designs and keep team members apprised of progress
5. Coordination with federal and state agencies funding this project, to ensure compliance with all applicable regulations

5.2 Scope of Renovations for Former Rochester High School Building

The Project

The Rochester High School was closed in 2018. A Repurposing Committee working on behalf of the Rochester Selectboard has determined that the best use of the 30,000+ s.f. building is a multi-use community center comprising business rental space as well as facilities for arts, performance, education and makerspaces. (See drawing A102)

Ownership

The building is currently owned by the Rochester Stockbridge Unified District. On November 5, 2024 the Town of Rochester will hold a referendum asking if the Town should purchase the building for one dollar, per language in the Act 46 merger agreement. If the vote is in the affirmative the Town will be able to proceed with the development of the repurposing project. The Town of Rochester will be the Owner of the project.

Project Goals

The intent is to upgrade the building envelope so that the facility can be all-electric including new HVAC system and electrical system. Upgrades are to include increased roof insulation and new roofing, interior wall insulation, new windows and doors. Engineering scope should include investigating the possibility of geothermal heating and cooling, and a photovoltaic array on the roof. The rental spaces would be ready for fit-up by the renters.

Phasing

It is anticipated that the Project will be constructed in two phases. Phase I would include the existing classroom wing plus its lobby (right-hand wing in drawing A102, including the Community Gallery); Phase II would include the remainder of the building. ARCHITECT/ENGINEERING SERVICES REQUESTED UNDER THIS R.F.P. SHOULD INCLUDE BOTH PHASES THROUGH CONSTRUCTION DOCUMENTS. Bidding and Construction Management Phases are NOT included. The reason for this is that additional funds may be available for Phase I so that some of Phase II may be included in the Bidding Phase either in the base bid or as alternate adds.