

Request for Proposal
for
Construction Management (CM) Services
for Middlesex Historic Town Hall
Middlesex, Vermont

Request for Proposal Issued: June 21, 2024

Site Visit: June 27, 2024, 1:30-2:30pm, Middlesex Town Hall

Deadline for Final Submission of Questions: Monday, July 1, 2024, 10am

Proposal Due Date and Time: **July 11, 2024, noon**

Anticipated Notification of CM Finalists: July 17, 2024

Anticipated Interviews of CM Finalists: July 18, 2024 (via zoom)

Anticipated CM Notification of Selection: July 24, 2024

Request for Proposals will be made available to Construction Managers on the above noted date and posted electronically on the Client's website.

A printed set of the project documentation will also be available for inspection at the offices of Vermont Integrated Architecture, P.C. at 137 Maple Street, Suite 29B in Middlebury, VT and Client's address. Please notify Megan Nedzinski (megan@vermontintegratedarchitecture.com) at VIA to schedule a time to visit the office to review, if desired.

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A. Project Overview

The Town of Middlesex is working with Vermont Integrated Architecture, PC (VIA) to consider options for renovating the Historic Town Hall to meet the needs Town Office and community gathering and functional needs. The Town Hall has long been a community center and important structure for the Town.

VIA was selected in 2022 and worked with the Building Committee on a schematic feasibility and design services for the renovation to their Town Hall building at both (2) levels, as well as the immediate site. This phase of work was completed in late 2022. VIA and the Building Committee just recently re-initiated work in June 2024 for the Design Development phase and to advance the scope of work identified in the Schematic phase.

The main goals of the project are to improve life safety, allow for ADA accessibility throughout the building, address site water issues, improve the building's energy performance, provide Town gathering space, and to improve Town Office spaces.

New, ADA-accessible circulation will be added to the building's exterior, as well as a vertical platform lift on the interior, serving both levels. Interior spaces at the lower level are to be reconfigured to better suit programmatic needs of the Town Office. A new energy vestibule will be added at the lower level.

Renovation work is to include:

- Improved accessibility inside & outside, including an interior lift to all levels
- Address on-site stormwater issues
- New code-compliant stairs
- Renovate lower-level areas to create a more inviting and functional Town Office spaces
- Update/refresh upper-level areas to create a more inviting community spaces for meeting gathering, and small events:
 - Improved lighting and energy efficiency
 - Kitchenette
 - restroom
 - Small meeting space
 - Historic Society display space
- Address code (accessibility and life safety) shortfalls and update within areas of work
- Town voting at this location, as feasible
- Energy improvements including an energy vestibule at lower level, building envelope and system improvements for reduced energy cost and increased comfort

The Town and the Design Team have developed a Total Project Budget for renovating the building, which is approximately 4200sf. All anticipated project costs including construction costs, design fees and owner's costs is approximately \$2.1-\$2.2M, with building construction costs, including sitework, (i.e. Anticipated Cost of the Work) being approximately \$1.7-1.8M. The range in costs represents alternates that have been included in the project, and will be considered in the coming phases of work, as refined cost estimates are provided and as fundraising and grant funding work progresses.

B. Project Team

Owner:	The Town of Middlesex, Vermont 5 Church St, Middlesex, VT 05602 Sarah Merriman, Town Clerk
Architect:	Vermont Integrated Architecture, PC PO Box 862 Middlebury, VT 05753 Megan Nedzinski, AIA, NCARB, LEED AP, CPHC 802-505-9252 direct 802-989-7249 office
Civil Engineer:	Engineering Ventures, PC 208 Flynn Avenue, Suite 2A Burlington, VT 05401 Kevin Worden, P.E. 802-863-6225
Structural Engineer	Engineering Ventures, PC 208 Flynn Avenue, Suite 2A Burlington, VT 05401 Robert Neeld, P.E. 802-863-6225

C. Desired Project Outcomes

The Town of Middlesex ("Town") is seeking a Construction Manager (CM) to assist with the design and pre-construction planning process as well as a well-organized and quality construction process. The CM must be experienced in construction of comparable buildings and related site work activities, historic renovation and preservation, energy efficiency, and publicly-funded projects.

Proposals will be evaluated based on experience, references, proposed management team, organization and approach to this project, pre-construction phase costs, general conditions costs, and fees.

The Town has decided to hire a CM early in the design process to assist in addressing early concerns the public may have about the project. In addition, the CM will provide constructability review, assist with materials selection, and provide budget and schedule management for the project and minimize project

risk. The Town and the design team envision a culture of openness and collaboration throughout the design and construction of the project.

Timing

The following schedule is proposed for the project. Once a CM is on board, we will refine the bidding and construction schedules as necessary:

CM On-Board	July 24, 2024
Schematic Design Budget Check Due	August 8-12, 2024
Design Development Budget Check	Late August 2024
Construction Documentation	November/December 2024 (to commence following successful bond vote)
Bidding & Negotiations	December 2024/January 2025
Construction Start	Spring 2025

General Notes:

Permitting is likely to occur during the construction documentation and bidding phases of work.

Preconstruction services will parallel the design process beginning with Design Development and extending through the Construction Documentation phase. The CM will support the design team by providing cost-benefit information, recommendations about material selection and sequencing and constructability input throughout design. The CM will prepare a review of the Schematic Design documents and independent cost estimate and prepare a side-by-side SD cost estimate to share with the client and design team immediately following selection, a detailed construction cost estimate at the end of Design Development, and another at 50% Construction Documents, which will be the basis for establishing a Guaranteed Maximum Price (GMP) for the project construction. This will occur at the completion of Construction Documentation phase, prior to bidding subcontractor trades, to ensure alignment of the design and budget. **As the project will be funded by grants and fundraising, the initial phase of work will be for the design development phase.**

The CM will develop a preliminary project bidding, procurement, and construction schedule in conjunction with the Design Development cost estimate and will use this schedule to also assist the Town and the building users in planning for temporary site access and circulation, temporary relocation, storage, and occupancy as well as fundraising and grant funding processes. The CM will also manage the schedule appropriately to ensure the construction work is completed on time.

Budget/GMP Management

We anticipate that the majority of this project will be funded by grants, private funds, and a Town Bond vote. As a result, it is essential that this project be completed within budget. The CM will work with the Town and the design team to manage the budget throughout design and construction. The CM will also need to satisfy any reporting or audit requirements per the Town of Middlesex and for any of the grant funding.

Financial Transparency

As noted above, the Town envisions an open, honest, and transparent process where information flows freely among designated representatives of the Town, Design Team, and CM. This information will include, but not be limited to, project cost information, list of potential bidders, bidding results, payroll

compliance information, insurance and bonding information, material and systems information, planning information etc.

Energy Efficiency and Sustainability

The Town has goals to improve the historic building envelope in select areas to address energy efficiency and comfort needs. While the Town is not pursuing LEED or International Living Futures certification for the project, it still is pushing to exceed building energy performance required by Vermont CBES code and to employ healthy, natural, durable, long-lasting, low-embodied carbon materials, and high efficiency systems. The CM will be a key team member in achieving cost effective and high-performing approaches within budget and the allotted timeframe.

The success of this project depends on the project team. The Town is seeking a CM who is a team player and who practices true construction management. The CM will be willing to collaborate with building users, the Select Board, our Design Team, and other members of the community – to create this important community place for the Town of Middlesex.

D. Scope of Work

The Town of Middlesex is seeking CM services for both Pre-Construction planning and Construction of the project in accordance with the form of Contract attached as Exhibits A and B, the AIA Documents A133-2019 and A201-2017.

Pre-Construction services shall include those in Sections 2.1 and 2.2 of the AIA Document A133-2019 and the following:

- Project meetings
 - During Design Development: assume (3),
 - kick-off and document and process overview, SD estimate review
 - Questions and coordination with Architect
 - Cost Estimate Review
 - During Construction Documents phase: twice per month until construction;
- Review Schematic Design Documentation and independent cost estimate, and provide written comments regarding coordination and constructability, material availability and cost-effectiveness for the project.
- Review Design Development documents and provide written comments and observations regarding coordination, omissions and constructability and making recommendations as to material selections and project sequencing.
- One complete Design Development Estimate;
- MEP partner to join team at the beginning of CDs and potentially be selected based on Design Development scope narrative. MEP will be Design-Build working with Architect, CM and Town to define scope.
- Ongoing Constructability Reviews;
- Ongoing advising on project cost and schedule implications of design decisions;
- Construction Scheduling, Planning and Logistics;

- One complete 50% Construction Documentation bid document review for missing items and accompanying estimate, to set GMP;
- Bid document review to minimize future changes;
- Sub-Trade Bidding, including bid packaging and coordination with the Town and Architect; procuring subcontract bidders; preparing bid requests; prequalifying major subcontractors; and assessment of qualifications and proposals.
- Project scope adjustments (if necessary);
- Award subcontracts and purchase orders; execute and administer all required insurance and bond information.

Construction Services shall include those in Section 2.3 of the AIA Document A133-2019, and in the AIA Document A201-2017, and the following:

- Ongoing Cost Feedback to support decision-making;

E. Notice of Compliance

- VT and Local Codes, including the Commercial Building Energy Code.
- State Division of Historic Preservation Standards and/or Department of the Interior Historic Preservation Standards, as may be required
- Town and State cost auditing requirements

F. Proposal Submission Requirements

Prospective Construction Management firms must submit their proposals to the Town of Middlesex in the form and manner and by the time and date indicated below. The proposals shall consist of two parts: the main proposal and supporting documents, as follows:

Main Proposal

The main proposal shall include the following information and **shall not exceed 20 pages**. Proposals shall be provided in digital format only – pdf file format (less than 8 mb).

Proposal Due Date and Time: July 11,2024 at noon

Email digital copy of your proposal and supporting documents in PDF format to:

**Megan Nedzinski, Principal/Project Architect, Vermont Integrated Architecture,
megan@vermontintegratedarchitecture.com**

All proposals received in response to this RFP shall remain the property of the Town of Middlesex.

1. Company Overview – provide a brief description and overview of your firm, including company history, size, key personnel, and business philosophy/approach. Please note any connections your firm may have to the Middlesex community.

2. Experience with Construction Management (CM) – outline your firm’s experience with the Construction Management delivery method, including your experience with Guaranteed Maximum Price (GMP) agreements. How can the Town of Middlesex benefit from your experience with this delivery method?

3. Project Experience and References – describe your firm’s experience with projects of similar size and complexity completed within the last five to seven years, focusing on CM and GMP projects. Please note if projects were not CM projects, and if your company did or did not provide pre-construction services for the project. Include a project description, GMP values and final project cost values, and contact information for the project owner and architect including the name, mailing or email address, phone number, and title of each reference. Identify your firm’s management team for each project. Include at least one project employing your proposed project manager and proposed project site superintendent.

4. Management Team - Provide the resumes of all management personnel to be assigned to the Middlesex Historic Town Hall project. At a minimum, resumes for the Project Manager, Site Superintendent(s), Project Estimator and Project Executive shall be submitted. Identify and define their prospective roles and responsibilities and indicate the amount of time they will commit to the project.

5. Historic Preservation Experience - describe your firm’s experience on historic renovation and historic preservation projects within the last five years. Include a project description, project cost, and contact information for the project owner and architect. Identify your firm’s management team for each example project.

6. Project Understanding and Approach – describe how your firm would approach this project for the Town of Middlesex, including constructability review, logistics and construction planning, scheduling, estimating and budget reconciliation, constructability review, sub-contractor bidding, management of the construction, project commissioning and post-occupancy project close-out.

7. Cost Control Methodology – describe your firm’s approach to project estimating, managing project budgets, setting a Guaranteed Maximum Price, processing change orders, managing cost during construction, and meeting town and state cost accounting and auditing requirements if necessary.

8. Cost and Fee Proposal – provide your Construction Management Fee Proposal on the Proposal Pricing Form included with this RFP.

9. Other Information – Provide any other information you deem appropriate to demonstrate conformance with the minimum qualification criteria and the selection criteria in Section G below.

Supporting Documents

Please provide the following documents with your Proposal. They should be clearly marked with your firm’s name, the project name, and the submission date.

1. A complete and sealed AIA A305 “Contractor’s Qualifications Statement” with all attachments.

2. A current Certificate of Insurance showing coverage required by Section 8.1 of the AIA Document A133 Form of Agreement attached as Exhibit A.
3. A sample of a detailed project estimate prepared by your firm on a Construction Management project of a similar size. (This does not need to comply with the 20 page proposal limit and will be considered a separate addendum.)

G. Proposal Evaluation Criteria

Minimum Qualification Requirements

Proposers must demonstrate that they meet the following minimum qualification requirements. Any RFP that does not demonstrate that the proposer meets all of these requirements will be rejected and will not be considered.

1. Proposers must have all necessary registrations/licenses to perform the anticipated construction work, including registration with the Vermont Secretary of State to do business in Vermont.
2. Proposers shall have sufficient financial capacity to carry out the work, including access to sufficient capital or other resources to allow it to complete the work even if there are disputed claims.
3. Proposers must demonstrate the ability to provide the bonds and insurance required by Article 8 of the AIA Document A133.
4. Proposers must have reached substantial completion of construction on two similar construction projects with a similar construction cost.
5. Proposers must provide examples of at least two successful construction operations on historic preservation sites or projects constructed.

Selection Criteria

The Town of Middlesex will use the following criteria to evaluate submitted proposals, weighting each criterion roughly as shown. The Town of Middlesex anticipates inviting selected finalists to interview with members of the Selectboard and the Architect for this project, as noted in RFP schedule above. Not all proposers shall be interviewed. The Town will consider information from the RFPs, from references and from interviews to make its evaluation.

1. Experience and Qualifications of the firm and the management team 35 %
 - a. Clarity and stability of organizational structure, both company-wide and for the Project. Preference will be given to firms in business for at least five (5) years.
 - b. Extent of financial capacity to complete the work including access to sufficient capital or other resources.
 - c. Experience of the firm constructing similar projects. Preference will be given to firms having reached substantial completion of construction on five (5) or more similar

projects over the last ten years.

- d. Experience on historic renovation and historic preservation projects, including particularly experience with the Department of the Interior Historic Preservation Guidelines and Standards.
 - e. Experience with high performance building envelopes, and high-efficiency systems.
 - f. Quality and experience of the CM management team. Preference will be given to management teams with at least five years of experience in the same or similar capacities.
 - g. Experience of the CM team members with the CM firm and with each other on common projects.
 - h. Experience with managing competitive bidding of subcontractors.
 - i. Safety record of the firm and the management team.
 - j. Quality of references.
 - k. Communication, presentation and teamwork skills
 - l. Experience working with and connections to Middlesex community.
2. Project understanding and Project-specific qualifications 30 %
- a. Suitability of management systems, scheduling and cost-controls.
 - b. Capacity to complete the CM's scope of work within the estimated construction schedules.
 - c. Ability to provide and maintain an exemplary safety program and approach to safety on this project.
 - d. Quality of access to sufficient manpower resources and knowledge of subcontractors and suppliers in the Project area.
 - e. Ability to provide estimating services and present clear and complete project estimates.
 - f. Ability to provide required pre-construction and construction phase services, including constructability review, materials recommendations, scheduling, subcontractor bidding and supervision.
 - g. Ability to provide clear, complete and timely management, schedule and cost reports.
 - h. Ability to complete the work within the CM's scope on time and on or under the budget.

3. Cost and Fee Proposal, including Pre-Construction Fee 35 %
General Conditions Costs and CM Fee

H. Anticipated form of Agreement and Application for Payment

The Town of Middlesex shall use an AIA Document A133-2019 Standard Form of Agreement between Owner and Construction Manager where the basis of payment is the Cost of the Work plus a Fee with a Guaranteed Maximum Price and the associated AIA Document A201-2017 General Conditions of the Contract for Construction.

The Town shall require use of the AIA Document G702 Application and Certification for Payment for project invoicing.

I. Questions

Any questions must be submitted in writing or email by **July 11, 2024 at noon to:**

Megan Nedzinski, AIA, NCARB, LEED AP, CPHC
Vermont Integrated Architecture, PC
megan@vermontintegratedarchitecture.com

All questions will be answered in a written addendum to this RFP and circulated to all parties who have provided the Town with written or email notice addressed to Ms. Nedzinski advising that they intend to submit proposals. Questions and answers will also be posted on the Town's website. The Town shall not be bound by any information not included in this RFP or an addendum to this RFP.

Attachments

2023-06-08 MDSX Feasibility Study Drawing Set
2023-06-08 MDSX_Feasibility Study Scope Narrative
2024-06-21 Middlesex Historic Town Hall Proposal Pricing Form