

REQUEST FOR PROPOSALS
Town of Alburgh – VCDP Implementation Grant
Architectural, Civil Engineering, Historic Preservation,
and Environmental Services

Project Schedule:

December 9, 2019	RFP Released
December 30, 2019 at 11 am	Site Visit (Snow date: December 31, 2019)
January 7, 2020 at 3:00pm	Deadline for submission of questions via email
January 9, 2020	Response to questions distributed to firms
January 20, 2020 at 3:00 pm	Deadline for submission of proposal via email
February 10, 2020	Contract execution
July 15, 2020	Project completion

Questions in writing may be sent via email to Taylor Newton, Senior Planner at (802) 524-5958 or tnewton@nrpcvt.com.

Submission Requirements

One (1) electronic Adobe Portable Document Format (PDF) file must be received on/before 3 pm on **January 20, 2020** and can be emailed to tnewton@nrpcvt.com. **Emailed proposals are required.** Digital proposals exceeding 7 MB must be compressed below 7 MB or sent via Dropbox. Applicants are encouraged to submit proposals early in case there are technology issues. NRPC is not responsible for proposals that are not received due to technology issues.

I. INTRODUCTION

The Town of Alburgh has received an Implementation Grant from the Vermont Community Development Program (VCDP) to conduct pre-development feasibility of a proposed childcare facility to be located on the grounds of the Alburgh Community Education Center at 45 Champlain St, Alburgh, VT.

The Alburgh Community Education Center is a part of the Alburgh School District (which is a member of the Grand Isle Supervisory Union) and currently operates Alburgh’s pre-K-8 elementary/middle school. Locating the proposed childcare facility adjacent to the Alburgh Community Education Center will allow both entities to collaborate on programming and better support families in the community. This project will enable young families to meet their childcare needs in their home community, create much needed jobs in Alburgh, and work to decrease the poverty rate in the Town.

The proposed one-story building will include programming and classroom space for children ranging from six weeks old through pre-K, as well as supply areas and offices. The facility will be

fully ADA-compliant and meet the physical space standards required for childcare licensing by the Vermont Department of Children and Families and for Pre-K licensing by the Agency of Education. The construction site is located close to existing public water and sewer lines. For more information about programming needs and minimum facility requirements, please see Section VII – Child Care Center Description and Programming.

The Town of Alburgh is seeking a consultant team to complete architectural, civil engineering, historical preservation, and environmental services related to the pre-development and planning of the proposed public childcare facility.

Upon completion of the work outlined in this RFP, the Town of Alburgh may seek an enhancement from the Vermont Community Development Program (VCDP) for further engineering, design, and construction of the child care facility. The value of the enhancement is \$440,000. In addition, Alburgh School District has received a \$250,000 grant from the Northern Border Regional Commission to fund construction of the child care facility. This means that the community of Alburgh has secured \$690,000 for construction of the child care facility. Additional funds for construction are currently being raised.

The Town of Alburgh, Alburgh School District, and Alburgh Family Clubhouse may utilize the same consultants selected through this RFP to, in the future, develop construction documents, oversee the bidding process for a general contractor, complete construction administration and serve as the Clerk of the Works.

The Alburgh Family Clubhouse will have a lease with Alburgh School District to operate the proposed child care facility once it is constructed. The Alburgh Family Clubhouse is a 501(c)(3) non-profit governed by a group of local citizens (including one Selectboard member and one School Board member). The Alburgh Family Clubhouse is actively raising additional money from State and private sources to fund construction of the proposed child care facility. Members of the Alburgh Family Clubhouse will assist the Town of Alburgh in assessing responses to this RFP and will provide a recommendation to the Town of Alburgh regarding the preferred consulting team.

Northwest Regional Planning Commission (NRPC) is providing administrative and project management functions to assist the Town of Alburgh. The Town of Alburgh, Alburgh Family Clubhouse, and NRPC seek proposals from consultants with proven expertise in the fields of architecture, civil engineering, historic preservation, and environmental services to complete the work outlined in Section II – Scope of Work.

II. SCOPE OF WORK

This solicitation is looking for consultant services to carry out the tasks listed in the scope of work below that is sufficient to complete necessary pre-development planning and feasibility for the proposed child care facility:

1. Architectural Services:

a. Programming

- i. **Programming Meeting** – The architectural consultant will meet with representatives from Alburgh Family Clubhouse and Alburgh School District to discuss and better understand programmatic requirements. A schematic design will be created based on the meeting results and the description of the facility located in Section VII – Child Care Center Description and Programming.
- ii. **Site Assessment and Info Gathering** – The architectural consultant will visit the intended Alburgh site. The architectural consultant will take photographs and measurements will be taken of the site. The architectural consultant may also take photographs and basic measurements within the existing elementary school to assess existing mechanical, plumbing, and electrical infrastructure that may be used to help support the new building (if deemed necessary).

b. Schematic Design

The architectural consultant will produce the following drawings to complete schematic design of the proposed child care facility:

- i. **Overall Floor Plan** - The architectural consultant will create a schematic floor plan based upon programming meeting #1. These drawings will include overall dimensions to assist with estimating.
- ii. **Preliminary Code Plan** – The architectural consultant will perform a preliminary code analysis/plan for the Vermont Fire and Building Safety Code, Vermont Access Code (ADA), and Vermont Commercial Energy Building Standards (CEBS) to determine improvements necessary to meet current code requirements. Please see the attached State Project Review Sheet.
- iii. **Roof Plan** – The architectural consultant will provide an overall roof plan, illustrating drainage, building slopes, and overall scope.
- iv. **Reflected Ceiling Plan** – The architectural consultant will provide a preliminary ceiling plan to define lighting, mechanical, and ceiling layouts.
- v. **Exterior Elevations** - The architectural consultant will create four exterior elevations based upon cardinal points. Drawing will include dimensions and notes.
- vi. **Overall Building Section** – The architectural consultant will provide two building sections cut to identify building height elevations relative to structural systems.
- vii. **Wall Sections** – The architectural consultant will create two wall type sections to understand the structural and thermal envelope.
- viii. **Wall Partition Types** – The architectural consultant will define basic interior and exterior wall partition types.

- ix. **Architectural Scope of Work** – The architectural consultant will develop an architectural scope of work based on schematic design.

 - c. **Consultant Review and Design**
 - i. Schematic design ideas will be developed by the selected engineers for the mechanical, electrical, plumbing and structural systems (in narrative form.) The architectural consultant will review and incorporate these narrative items into their architectural drawing set.
 - ii. The architectural consultant will work with the civil engineer to review and identify Act 250 and other state permitting requirements. Please see the State Project Review Sheet attached to this RFP.

 - d. **Design Review Meeting and Adjustment**
 - i. **Design Review Meeting**– The architectural consultant will meet with representatives from Alburgh Family Clubhouse and Alburgh School District to review schematic design drawings.
 - ii. **Schematic Design Refinement** - From the decisions made during the Design Review Meeting, the architectural consultant will revise the drawings based upon feedback from Alburgh Family Clubhouse and Alburgh School District.

 - e. **Cost Estimate and Final Meeting**
 - i. **Cost Estimate** – A cost estimator will provide a preliminary cost estimate based upon the design sketches and narrative of the schematic design. The estimate will be a Level 2- Schematic Design Estimate. The architectural consultant will assist with providing accurate information to the cost estimator.
 - ii. **Final Schematic Design Meeting** – The architectural consultant will hold a final meeting with representatives of the Alburgh Family Clubhouse and Alburgh School District to review the schematic design ideas and associated cost estimates as well as other study findings.
2. **Civil Engineering Services:**
- a. A civil engineering consultant will develop a project site plan of the entire Alburgh Community School property and associated details. The site plan(s) shall include all necessary information in order to obtain an Act 250 permit, state water/wastewater permits, construction and operational stormwater permits, and VTrans 1111 permit (if needed). See attached State Project Review Sheet regarding potentially necessary project permits.
3. **Historic Preservation Consulting Services:**
- a. The Historic Preservation Consultant will perform a site visit, research and prepare the Determination of Eligibility, review and comment on proposed schematic designs to the building, and prepare a Preliminary Section 106 Review Letter.

4. Environmental Services:

- a. An environmental services consultant will complete a Phase I Environmental Site Assessment (ESA) performed to the ASTM E 1527-13 standard. The Phase I ESA will include a visual examination of the property and surrounding properties for evidence of recognized environmental conditions (RECs), interviews with knowledgeable individuals, examination of environmental public records databases, examination of historical documentation, and preparation of a report.
- b. An environmental services consultant will complete a HUD environmental review record (ERR) prepared in compliance with the requirements of the National Environmental Policy Act (NEPA), Council on Environmental Quality (CEQ) regulations and Title 24, Part 58 of the Code of Federal Regulations including the HUD Statutory Checklist and Environmental Review Assessment Checklist. The consultant will respond to comments from the Vermont Agency of Commerce and Community Development. Upon client review and approval, draft public notices and a final ERR will be prepared.

5. Permitting Services:

- a. The consultant team will assist the Town of Alburgh, Alburgh School District, and community partners in obtaining all necessary permits required for construction.

The budget for the above tasks (Task #1 through Task #5) shall not exceed \$40,000.

III. SITE VISIT

A site visit will take place at the Alburgh Community Education Center on December 30, 2019 at 11 AM. The site visit will begin inside the school with a brief overview of the project by NRPC staff and representatives from the Alburgh community. Attendees will then be able to view the project site. Attendees will then be invited back inside the school for a question and answer session. All questions and answers from the site visit will be recorded, transcribed and distributed to firms upon request after January 9, 2020.

Alburgh Community Education Center is located at 45 Champlain Street in Alburgh, VT. Parking is available in parking lot adjacent to the school on Champlain Street. Please use the side entrance visible from the parking lot to enter the school.

Please RSVP if your firm intends to attend the site visit (tnewton@nrpcvt.com or (802) 578-4786).

In the event that there is inclement weather on December 30, 2019, the site visit will be postponed. Only firms that have RSVP'd to NRPC will be directly notified of the site visit postponement. Notification will also be posted on www.nrpcvt.com. In the case of postponement, the site visit will be rescheduled to December 31, 2019 at 11 AM.

IV. PROPOSALS

All consultants are required to submit a proposal outlining the following information:

Understanding of the Project: Describe briefly your understanding of this project, including tasks to be performed, and the issues and needs to be addressed, and also how you propose to coordinate activities with the Town of Alburgh, Alburgh Family Clubhouse, Alburgh School District, and NRPC. Also explain your firm's experience working on similar projects.

Scope and Schedule: Identify if the proposed scope of work and schedule are appropriate and provide a timeline for project completion.

Organizational Chart: Identify persons who will be involved in the project and their respective roles and/or functions. The project manager and task leaders should be clearly identified and their qualifications described. Sub-consultants must be identified and their qualifications described.

Cost Proposal: Present a detailed cost proposal for the work to be performed based upon the person hours by task. Please include hourly rate(s), overhead and fee, other direct costs, subcontractor costs, etc. The Town of Alburgh retains the right to negotiate costs with any consultant that has submitted a proposal.

Proposals received after 3 PM on January 20, 2020 will not be considered.

All questions and communications regarding this RFP should be directed to Taylor Newton, Senior Planner at Northwest Regional Planning Commission (802-524-5958 or tnewton@nrpcvt.com).

Upon submission, all proposals become the property of the Town of Alburgh. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the consultant. The Town of Alburgh retains the right to reject any and all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Town of Alburgh. This solicitation in no way obligates Town of Alburgh to award a contract.

Proposal Evaluation: Proposals will be evaluated by the Town of Alburgh, Alburgh Family Clubhouse Board members, and NRPC staff (Review Team) based on the following criteria:

1. Quality, completeness, and clarity of submission (10 points);
2. Qualifications and relevant experience by respondent on similar projects (10 points);
3. Adequate assigned resources and staffing to complete the work by proposed timeline (20 points); and

4. Proposed project cost (10 points).

The maximum point value of a proposal is 50 points.

The Review Team reserves the right to seek clarification of any proposals submitted and select the consultant with the most responsive proposal deemed most advantageous to the project. The Review Team also reserves the right to interview firms that have submitted proposal if deemed necessary.

V. CONTRACTING PROVISIONS

This project is being funded through a Vermont Community Development Program Implementation Grant. In accordance with the grant agreement, the Town of Alburgh shall reimburse the consultant for all reasonable and necessary expenses incurred in the performance of this work assignment in accordance with state reimbursement offered to State employees.

All consultants, and any sub-consultants, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. Those requirements imposed upon the State of Vermont and the Town of Alburgh, respectively, as recipients of federal funds are thereby passed along to the consultant and any subconsultants, and those rights reserved by the US Department of Housing and Urban Development (HUD) are likewise reserved by the State of Vermont and the Town of Alburgh.

All consultants and any subconsultants must comply with all pertinent federal, state and local laws, must carry adequate insurance coverage (not less than \$1,000,000-per occurrence, \$1,000,000 - General Aggregate Applying, in total, \$1,000,000 - Products/Completed Operations Aggregate, \$50,000 – Fire/Legal/Liability, and \$1,000,000 – Automotive Liability), and must affirm being an equal opportunity employer with an affirmative action plan. It is further stated that it is the policy of the State of Vermont that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting. Consultant(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act.

Qualified Disadvantaged Business Enterprises (DBE) and Women-owned Business Enterprises (WBE) businesses are encouraged to submit proposals.

Non-Discrimination and Title VI: The consultant team shall comply with the provisions of the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and subsequent related acts, and all other federal statutory laws which provide in whole or in part that no person or entity on the grounds of race, color, national origin, sex, physical disability, or veteran status be excluded from participation in, be denied the benefits of, or be otherwise discriminated under the State, Federal and USDOT assisted contracts, programs and activities.

VI. ROLES AND RESPONSIBILITIES

Town of Alburgh

- Financial Management
- Inspection of work prior to release of payment
- Revision/submission of progress reports
- Review/execution of contract with contractors

Northwest Regional Planning Commission

- Project manager – contact for project progress
- Clerk of the Works for the Planning Project
- Oversight of bid solicitation/procurement of contractors
- Preparation of request for proposals
- Preparation of progress reports

Alburgh School District

- Provide insight and recommendations to the Town of Alburgh regarding the design of the proposed child care center.

Alburgh Family Clubhouse

- Provide insight and recommendations to the Town of Alburgh regarding the design of the proposed child care center.

Lead Consultant

- Complete the included scope of work (Section II), coordinate with subconsultants, and provide all deliverables as outlined in Section VIII.

VII. CHILD CARE CENTER DESCRIPTION AND PROGRAMMING

The Town of Alburgh, Alburgh School District, and Alburgh Family Clubhouse have informally agreed that the proposed child care center shall meet the following requirements:

- The facility will serve between 40 to 75 total students (or in keeping with findings of a market study to be completed by a marketing consultant in February 2020) and will provide child care services, preschool services, and after school care.
- The facility will be designed to allow expansion in the future to meet future child care and pre-school demands in Alburgh.
- The facility must be designed to meet all relevant requirements of the Vermont Fire and Building Safety Code and related electrical, plumbing, and access codes.
- The facility must be designed to meet all relevant requirements of the Vermont Department of Children and Families Child Care Licensing Regulations: Center Based Child Care and Preschool Programs.

- The facility will provide meeting space for local public health and education non-profits to meet with local families and administer services. This space must be separated from the child care portion of the facility by a locked door.
- The facility should be designed to contain a kitchen to prepare meals for students in the facility. The facility should also be designed to contain a washer and dryer for staff use. The kitchen and laundry areas should be accessible to families with children enrolled at the facility.
- The facility must be connected to the municipal water and wastewater system.
- The facility must be designed to meet the requirements of the Vermont Commercial Building Energy Standards (CBES).
- The facility should be designed to be energy efficient and to minimize heating and electricity-related operational costs. The facility should be designed to take advantage of energy efficiency programs to the greatest extent possible.
- The facility should be designed in a manner that can be easily replicated by other communities in Vermont.
- A closed bid process shall be utilized to select the general contractor that will construct the proposed child care facility.

VIII. DELIVERABLES

The consultant will deliver the following to the NRPC:

- Digital and paper copies of schematic floor plans as outlined in Section II – Scope of Work and Section VII – Child Care Center Description and Programming.
- Digital and paper copies of an architectural scope of work, identification of permit requirements, and probable construction cost estimates.
- Digital and paper copies of a site plan(s) and associated details.
- Digital and paper copies of a Section 106 Determination of Eligibility and a preliminary Section 106 Review Letter.
- Digital and paper copies of a Phase I Environmental Site Assessment (ESA) meeting ASTM E 1527-13 standard and Environmental Review Record (ERR) prepared in compliance with the requirements of the National Environmental Policy Act (NEPA), Council on Environmental Quality (CEQ) regulations and Title 24, Part 58 of the Code of Federal Regulations including the HUD Statutory Checklist and Environmental Review Assessment Checklist.

IX. ATTACHMENTS and OTHER INFORMATION

Additional Information: Please note that in 2017, the community of Alburgh was granted a Promise Community Grant from the VT Department of Children and Families. A group of citizens associated with the grant conducted planning and design work for a child care facility with an architect. However, the project did not make it beyond schematic design and the architect selection used in 2017 does not comply with VCDP procurement policies.

The Town of Alburgh, Alburgh School District, and Alburgh Family Clubhouse acknowledge that this previous work was completed. However, the current pre-development and planning work is separate from the work completed in 2017. All parties hope to completely restart the pre-development and planning work associated with the proposed child care facility.

Attachments:

1. **State Project Review Sheet** – The Alburgh School District requested the attached State Project Review Sheet in 2018 while applying for the Vermont Community Development Program (VCDP) Implementation Grant.
2. **Section 106 Preliminary Review Form** – This form was submitted by the Town of Alburgh in May 2019 to ensure conformance of the current pre-development and planning project with the National Environmental Protection Act (NEPA).
3. **Archaeological Resources Assessment for Alburgh Community Playground** – This assessment was completed for a playground project immediately adjacent to the proposed child care site. A concurrence issued by the Vermont Division of Historic Preservation on August 12, 2019 found that this assessment can also be used by the proposed child care center to ensure compliance with NEPA.

The Town of Alburgh is an Equal Opportunity Employer