

**Town of Starksboro
Jerusalem Community Center Committee
Request for Proposals for
Historic Jerusalem Schoolhouse Building Renovations and New #2 Fire Station**

The Jerusalem Community Center Committee (JCCC) and the Town of Starksboro are seeking proposals from qualified firms for professional services to create architectural plans, engineering and construction documents. These will include but are not limited to structural, mechanical, electrical, and engineering plans for renovations to the Historic Jerusalem Schoolhouse building and for a new #2 Fire Station.



I. PROJECT BACKGROUND

The original Jerusalem Schoolhouse, built in 1874, is approximately 1000sf and is on the Vermont State Register of Historic Places. The building serves as a special community center for Jerusalem families and is in need of major renovation work in order to continue to meet the community needs and honor its historic legacy. Renovation work is desired to address deferred maintenance items, preserve the building's historic character, provide accessible access and restrooms facilities, provide for its use as an emergency shelter, and to continue to meet its varied programmatic uses. Over the years the original structure has seen a number of additions, including an addition to the north of approximately 375sf and a 1970's fire truck garage addition to the east, of approximately 500sf. It is desired to remove the attached #2 Fire Station and reestablish the station as a free-standing structure on the current parcel. At the 2018 Starksboro Town Meeting, the people of Starksboro voted to approve funds for the preparation of plans and permitting materials as required for the new construction of Fire Station #2 in Jerusalem and to renovate the Historic Jerusalem Schoolhouse. The projects will be guided by the need to maintain the historic nature of the building and the character of the community.

The following assessments and reports have been prepared or are currently in progress. These reports can be made available by request:

Engineering Ventures Structural Assessment, dated 2.22.19
Barnard & Gervais Site Survey, completed, waiting for final documents
Clay Point Associates Environment Assessment, currently underway
New Leaf Design Energy Audit Report, dated 7.12.11
Community Survey results, currently underway

The Town of Starksboro Selectboard made the following charge to the Jerusalem School House committee (now known as the Jerusalem Community Center Committee):

The Jerusalem School House committee shall develop a draft plan for a renovation of the schoolhouse to include updates to the existing historical building and additional public space as fits the public need; and inclusion of a constructed fire station #2 as fits the needs of the fire department. The committee shall obtain all permitting necessary to produce a set of construction plans suitable for bidding. The committee shall explore the spectrum of construction options including feasibility, ranging from citizen volunteer construction through full contracting the project and makes its recommendation to the Selectboard along with a draft construction budget.

The committee shall keep the Selectboard updated on its progress by attending Selectboard meetings no-less than one time per quarter.

The committee shall produce all documents by November 2019 for consideration by the Selectboard to present to the voters at Town Meeting 2020.

The construction delivery method has not yet been determined and will be considered with the committee as a part of the design process.

A central focus of the initial phase of work is to help the committee establish a Total Project Budget (i.e. construction and owner's costs) and design concept for each building and the site layout, including an understanding of code and permitting implications.

II. SCOPE OF SERVICES

Services desired by the JCCC include but may not be limited to the following:

1. site analysis;
2. programming;
3. design work ranging from preliminary to final;
4. community engagement;
5. cost estimating;
6. development and execution of construction documents and contracts;
7. project construction administration.

Project Overview – Historic Jerusalem Schoolhouse

1. The Historic Schoolhouse is located on Jerusalem Road and is approximately 1,875 gsf, including its two additions to the north and east. The building currently hosts a variety of programming and community events during three-seasons, and sees occasional unheated use during winter months. Goals for preserving and renovating the schoolhouse, include but are not limited to the following:
 - Honor and restore its historic character

- Address deferred maintenance items
- Increase interior comfort and energy-efficiency for year-round use for community events and programs
- Provide accessible restroom facilities and access to the building
- Allow it to serve as a day-service emergency shelter (i.e. no overnight use)
- Consideration of views out from the historic school room

Project Overview – New #2 Fire Station/Truck Garage

2. The current #2 Fire Station, which houses one fire truck, is attached to historic Jerusalem Schoolhouse and is in poor repair. It is important to maintain the #2 Fire Station in Jerusalem, and at this location. Goals for this work include, but are not limited to the following:
 - Provide garaged space for two fire trucks to serve the residents of Jerusalem and surrounding communities (approx. 1500 sf new construction)
 - Create a cost effective facility that fits in the Jerusalem community context and does not detract from the Historic Schoolhouse character
 - Allow restroom facilities to be shared between the fire station and the schoolhouse (i.e. restrooms and showers of the Schoolhouse can be used by Fire personnel)
 - Consider opportunities for future expansion on the site to the greatest extent feasible

III. DESIGN DELIVERABLES / FINAL PRODUCTS

The final products should be the preliminary architectural, engineering and construction plans, cost estimates and a report summarizing the findings and recommendations. The products should be delivered in paper as well as in one or more digital forms that will allow for electronic distribution and/or posting on the internet.

Professional services shall generally include the following deliverables for each building:

1. Conceptual Design Phase:
 - a. Examine current conditions of the site, including existing reports and site assessments and review of other available information about the site and building.
 - b. Meet with JCCC to determine functional and operational needs, constraints, goals and objectives.
 - c. Develop a program based on the program requirements provided by the JCCC.
 - d. Develop up to three conceptual plans showing how the physical and operational needs could best be met. Concepts are expected to meet the goals and objectives as agreed with the JCCC and meet all relevant building and public safety codes, historic preservation, and ADA requirements. Factors that should be considered, include but are not limited to the following:
 - The physical ability of the site to accommodate the proposed uses;
 - Infrastructure such as power, water supply and wastewater disposal;

- Energy efficiency and conservation;
 - Historic preservation; and
 - Costs and off-setting benefits.
- e. Review conceptual plans with the JCCC.
 - f. Prepare an assessment of the existing Schoolhouse Building, including existing conditions drawings. (Note the assessments that have been prepared and that are attached for reference.)
 - g. Prepare an evaluation of the relevant codes as they pertain to potential additions and renovations of the existing building.
 - h. Develop a preliminary site plan and detailed cost estimates of the preferred plan.
 - i. Determine what permits will be required and establish a permitting timeline including key milestones.
 - j. Prepare final report and recommendations.
 - k. Present options to the JCCC/Selectboard for selection and approval to proceed.
 - l. Prepare plan and 3-D renderings for community outreach and/or fundraising purposes.
2. Preliminary Design (PD) Phase:
 - a. Prepare a preliminary design based on one selected option. Preliminary design is understood to combine schematic and design development phases.
 - b. Prepare preliminary design cost estimate
 - c. Present the preliminary design to the JCCC/Selectboard for approval to proceed
 3. Construction Documents (CD) Phase:
 - a. Prepare construction documents (CD) based upon preferred plan.
 - b. Prepare necessary documents for permitting and assist the JCCC in obtaining the necessary permits.
 4. Bidding/Negotiation (BN) Phase:
 - a. Prepare bid documents for bidding or subcontractor bidding by the construction manager depending on selected construction delivery method.
 - b. Provide bid services, such as pre-bid site visit, maintaining a bidders list, issuing any addenda, meeting notes, bid tab analysis, and recommendation.
 5. Construction Administration (CA) Phase:
 - a. Provide construction administration services, including review of essential submittals, review of contractor pay requests, job meetings, periodic site visits to confirm that the work is in conformance with the design and with applicable codes, and a review of the completed construction.
 6. Additional Services:
 - a. If grant funds, or other federal funds, are obtained for implementation, additional services may be requested through contract amendment for assistance.

The JCCC through prior years' work has developed preliminary site plan options and a possible plan layout. (See the attached materials.) The selected firm is encouraged to utilize and/or reference these prior materials or start anew, whichever they believe will best serve the project in their professional judgment.

IV. SCHEDULE

Pre-Proposal Meeting - A **mandatory site visit** will be held at **9:00 AM, May 17, 2019**. Please meet at the Jerusalem Schoolhouse (Mailing address/Google maps location: 782 Jerusalem Rd, Bristol, VT 05443).

The following milestone dates are intended to provide a framework for the design, permitting and construction efforts. However, the progress of design and construction beyond conceptual design will be contingent upon available funds from the Town of Starksboro, fundraising and grant opportunities.

One objective of this RFP is to produce a cost-effective and realistic plan for addressing the Town and the community's current and long-term needs. How the selected plan is translated into a budget proposal for implementation depends on what the plan turns out to be.

RFP distributed: May 8, 2019
Mandatory site visit: May 17, 2019 - 9am
Questions Due: May 21, 2019 - 10am
Question Responses distributed: May 26, 2019
Proposals due: June 3, 2019 - 4pm
Interviews to be held: June 11 and 12, 2019
JCCC/Selectboard selection: June 18, 2019
Notification of Selection: June 20, 2019
Conceptual Design kick-off: June 24, 2019
Conceptual Design, final report due: late Aug./early Sept. 2019
Presentation at Town Meeting: March 2020

Preliminary Design: Apr-July 2020 (TBD)
Construction Documents: Aug-Nov 2020 (TBD)
Bidding/Negotiating: winter 2020 (TBD)
Construction: Spring 2021 (TBD)

V. ADDITIONAL REQUIREMENTS

The selected Contractor will be required to provide a certificate of general liability insurance. The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence,
\$1,000,000 General Aggregate,
\$1,000,000 Products/Completed Operations Aggregate and
\$50,000 Fire/Legal/Liability.

The Contractor shall also name the Town of Starksboro and its officers and employees as additional insureds for liability arising out of this contract.

Evidence of workers' compensation coverage insurance will also be required.

VI. REQUIRED ELEMENTS OF PROPOSAL

Proposals shall address the following:

1. Statement of Interest – a concise demonstration of the Consultant’s understanding of the scope and objectives of the project.
2. Scope – Provide a detailed scope of services and methodology including specific activities and tasks to be performed, individual(s) to be involved and an estimate of hours associated with each.
 - a. Exclusions shall be specifically noted.
 - b. Identify all services that will be provided.
 - c. Provide an overview of the services to be provided by your firm and those of your consultants.
 - d. Highlight unique services that differentiate your firm from others.
3. Schedule – Provide a proposed timetable for project tasks including estimated hours associated with each.
 - a. Review the proposed design and construction milestone dates listed above and suggest changes, if necessary.
4. Team - Qualifications of the individual(s) who will be involved in the project including relevant past experience.
 - a. Provide an organization chart for your team including key personnel and any consultants.
 - b. Include a statement that the proposed team has capacity to meet the project scope and schedule. (The JCCC seeks a partner/partners/personnel that will stick with the project for all necessary phases and until completion.)
 - c. Include a statement that your team is posed to begin on 6/24 if notified by 6/19.
5. Relevant Experience - Summaries of three or more relevant projects including the names and telephone numbers of references.
6. Provide any additional information as appropriate to the selection process.
7. Contract and Fee: In a separate sealed envelope from the technical proposal please provide the following information:
 - a. Provide proposed fee information for both buildings and the site plan as follows:
 - i. Conceptual design phase, on a lump-sum basis and as related to proposed schedule of tasks
 - ii. Preliminary design phase, on a percentage basis.
 - iii. Construction documents, on a percentage basis.
 - iv. Construction administration, on a percentage basis.
 - b. Provide hourly rates, including those of consultants.
 - c. Anticipated reimbursable costs of mileage, phone, travel, photocopies, etc.
 - d. Pending confirmation of construction delivery method, the appropriate AIA standard contract will be used with terms negotiated with the successful team.

The proposal shall be limited to not more than 15, double-sided pages. The proposal should be printed on double-sided paper to the extent possible and bound in such a way to allow for ease of recycling.

VII. SELECTION CRITERIA AND RESERVATION OF RIGHTS

The Committee may elect to interview any respondents or none. The technical proposal will be reviewed first. The cost proposal will be opened after review of the technical proposal is complete. The recommendation for award of the contract will be based upon the following considerations:

- Responsiveness to the Request for Proposals;
- Qualifications of the consultant or team;
- The proposed schedule for completion;
- Assurance that the consultant can perform the contract within the time specified;
- Experience working with citizen committees, grant assistance, and historic renovations;
- The content of the cost proposal including the approach taken to develop the overall estimate of both costs and person-hours;

The Town reserves the right to reject any or all proposals and to award the contract as determined to be in the best interest of the Committee and Town.

Further, the Town expressly reserves the right to:

1. Reject any or all RFP submittals, amend or supplement the RFP, terminate the RFP process at any time, reissue the RFP, and extend the time for submission of the responses by notification to all parties who have received a copy of the RFP.
2. Request more information from any or all proposers.
3. Waive or decline to waive irregularities in the submittal or in the RFP process.
4. Decline to enter into an agreement with any of the proposers.
5. Enter into negotiations with any, all or none of the proposers.

All proposals become the property of the Town of Starksboro upon submission. Local businesses, minority-owned businesses, woman-owned businesses, and Section 3 businesses are encouraged to respond. The Town of Starksboro is an equal opportunity employer.

VIII. SUBMISSION DEADLINE AND QUESTIONS

Questions regarding the proposal shall be submitted, in written format, **no later than 10am on May 21, 2019** to: Megan Nedzinski, mnedzinski@gmail.com

Responses to questions will be distributed via email to all interested parties **no later than May 26, 2019**.

Submit **three hard copies and one electronic copy** no later than **4:00 PM, June 3, 2019** to:

Cheryl Estey, Town Clerk

Town of Starksboro

2849 Vermont Route 116

Starksboro, VT 05487

Responses should be clearly labeled "Jerusalem Community Center RFP".

Attachments: Existing plan drawings and elevations, Preliminary Site Plan