



Request for Proposal

for

**Construction Management (CM) Services
for the Shelburne Community Center and Public Library
Shelburne, Vermont.**

Request for Proposal Issued: Friday, July 7, 2017

Mandatory Site Visit: Thursday, July 13, 2017 3:00 PM (Pierson Library, Shelburne, VT)

Deadline for Final Submission of Questions: Thursday, July 20, 2017 – 5:00 PM

Proposal Due Date and Time: **Monday, July 31, 2017 – 2:00 PM**

Anticipated Notification of CM Finalists: Friday, August 11, 2017

Anticipated Interviews of CM Finalists: Thursday, August 17, 2017

Anticipated CM Notification of Selection: Friday, August 25, 2017

Anticipated Select Board Execution of Contract for
Abbreviated Pre-Bond Vote Pre-Construction Services: Tuesday, September 12, 2017

Anticipated Select Board Execution of Contract: Tuesday, December 5, 2017
(One month post bond vote,
assuming successful vote.)

Request for Proposals will be made available to Construction Managers on Friday, July 7, 2017 before 5:00 PM, posted electronically on the Town of Shelburne'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 the Shelburne Town Offices at 5420 Shelburne Rd, Shelburne, VT.

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A. Project Overview

The Shelburne Municipal Center includes the Town Offices, Police Department, Recreation Spaces, Fire Department, Historic Town Hall, and Pierson Public Library all in one central location in the heart of Shelburne Village. The Town Offices, Police Department, and Recreation department are housed in the former public school building at the south end of the municipal campus. The Firehouse is a separate structure located to the west side of the property. Several years ago, the Town Offices vacated the space adjacent to the Historic Town Hall, and Shelburne's Pierson Library moved in, which is where it resides currently. Minimal renovation was done to accommodate the library, and very little has been done since. The Historic Town Hall, constructed in 1928, is listed on the National Register of Historic Places as a contributing structure to the Shelburne Village Historic District. The Historic Town Hall has not had significant improvements since 1994.

The Library and Historic Town Hall buildings no longer serve the functions for which they were originally designed. They both suffer from a lack of maintenance and lack of modern energy efficiency strategies and technologies. The Library, specifically, is not of an adequate size to serve its nearly 60,000 visitors annually and has had to limit its programming and collections as a result. The physical condition of the library is extremely poor and limits tremendously the capacity and capabilities of the library to provide services and programs.

The Town of Shelburne and its Select Board are committed to addressing the needs of the Library and Historic Town Hall to best serve the community on the site of the municipal campus. In doing so, the Town hopes to not only renovate and restore the Historic Town Hall but also construct a new attached library facility. This project would also include improvements to overall site access and circulation for its wide variety of users and stakeholders.

A summary of affected building areas is below:

<u>PROGRAM</u>	<u>EXISTING</u>	<u>NEW</u>
Library (Main Level)	4,725 GSF (demo)	6,283 GSF
Library (Lower Level of Town Hall)	3,455 GSF (reno)	
Library (Upper Level)		5,670 GSF
Historic Town Hall	2,775 GSF (reno)	6,230 GSF
TOTAL	10,955 GSF	15,950 GSF

The project shall be subject to a public bond vote on November 7, 2017. The price-tag for this proposed project is \$6,500,000 and would cost the Shelburne taxpayer an estimated \$35 per every \$100,000 of assessed homestead value. According to a town-wide survey conducted and completed in the spring of 2017 by 1,200 registered voters, 57% indicated they would support this project at the voting booth. The 'preferred alternative' design was the result of an extensive, public and community engagement process.

The Town and the Design Team have developed a project budget for all anticipated project costs including construction costs, design fees and owner's costs. The total budget for the project is fixed at \$6.5 million with \$5.6 million of that devoted to construction, including construction contingency.

More information is available at: <http://www.piersonlibrary.org/new-library-project/>

B. Project Team

Owner: The Town of Shelburne, Vermont
5420 Shelburne Rd, Shelburne, VT
Joseph Colangelo, Town Manager

Library Building
Steering Committee: Joe Colangelo, Town Manager
Cathy Townsend, Interim Library Director
Colleen Parker, Selectboard Member
Ann Smallwood
Alice Winn

Architect: Vermont Integrated Architecture, PC
PO Box 862
Middlebury, VT 05753
Andrea Murray, AIA, NCARB, LEED AP
802-989-7249

Civil Engineer: Engineering Ventures, PC
208 Flynn Avenue, Suite 2A
Burlington, VT 05401
Peter Gibbs, 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

MEP FP Engineer: LN Consulting
PO Box 65178
Burlington, VT 05406-5178
Paul Lekstutis, P.E.
802-655-1753

Energy
Efficiency: Efficiency Vermont
128 Lakeside Avenue, Suite 401
Burlington, VT 05401
Nick Thiltgen, PE, LEED AP
802-540-7647

C. Desired Project Outcomes

The Town of Shelburne (“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 publically-funded projects.

Proposals will be evaluated based on experience, references, bonding capacity, proposed management team, organization and approach to this project, pre-construction phase costs, general conditions costs and fees. All qualifications being equal, Construction Managers who have ties to the Shelburne community will be given preference in the selection process.

The Town has decided to hire a CM early in the design process, prior to a public bond vote, 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:

Schematic Design Refinement	July – August 2017
CM On-Board	September 5, 2017
Schematic Design Budget Check	September 2017
Bond Vote	November 7, 2017 (Election Day)
Appeal Period	November 8 – December 8, 2017
Design Development	December 11, 2017 – February 2, 2018 (8 Weeks)
Budget Check	February 5 – February 16, 2018 (2 Weeks)
Construction Documentation	February 19 – April 27, 2018 (10 Weeks)
Bidding & Negotiations	April 30 – May 18, 2018 (3 Weeks)
Buffer & Mobilization	May 21 – June 8, 2018 (3 Weeks)
Construction Start	June 11, 2018
Construction Complete	May/June 2019

General Notes:

1. Town may choose to proceed with planning and design services during the bond appeal period. Often this depends on the margin of the vote.
2. Permitting would occur during the construction documentation and bidding phases in both scenarios.

Preconstruction services will parallel the design process beginning with Schematic Design 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 an Order of Magnitude Schematic Design Budget check/Cost Estimate, 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.

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. 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 a taxpayer-supported bond, it is possible that some grant monies from a variety of organizations, and donations and fundraising efforts by the library may also contribute a source of funding to the project. 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 Shelburne 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, bidding results, payroll compliance information, material and systems information, planning information etc.

Energy Efficiency and Sustainability

The Town has lofty goals to make the new building construction net-zero energy ready and to renovate the Historic Town Hall to be as energy efficient and sustainable as it can possibly be. While the Town is not pursuing LEED certification for the project, it still is pushing to exceed building energy performance required by Vermont CBES code. The design team has budgeted for and is considering envelope and systems upgrades (improvements above code requirements) that are significant and where details in construction are extremely important. The CM will be a key team member in achieving a high performance building within a reasonable 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 Shelburne.

D. Scope of Work

The Town of Shelburne 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 A133-2009 and A201-2007.

Pre-Construction services shall include those in Sections 2.1 and 2.2 of the AIA Document A133-2009 and the following:

- Project meetings twice per month until construction;
- Review Schematic Design Documentation, provide written comments regarding coordination and constructability, and prepare an order-of-magnitude budget 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.
- Ongoing Constructability Reviews;
- Ongoing advising on project cost and schedule implications of design decisions;
- Construction Scheduling, Planning and Logistics;
- One complete Design Development Estimate;
- 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 A133-2009, and in the AIA Document A201, and the following:

- Ongoing Cost Feedback to support decision-making;

E. Notice of Compliance

- VT and Local Codes, including the Commercial Building Energy Code.
- Department of the Interior Historic Preservation Standards
- Town and State cost auditing requirements

F. Proposal Submission Requirements

Prospective Construction Management firms must submit their proposals to the Town of Shelburne 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 22 pages**. Proposals shall be provided in digital format only – pdf file format (less than 8 mb).

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

jcolangelo@shelburnevt.org

and

andrea@vermontintegratedarchitecture.com

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

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 Shelburne 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 Shelburne 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 Shelburne Community Center and Library 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, including particularly your experience with the Department of the Interior Historic Preservation Guidelines and Standards. 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 Shelburne, 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 letter from your surety indicating your firm’s ability to acquire a 100% performance and payment bond for this project, assuming a Guaranteed Maximum Price of \$5,600,000.
4. A sample of a detailed project estimate prepared by your firm on a Construction Management project of a similar size.

Submission Instructions

Proposals, consisting of the main proposal and the supporting documents shall be submitted electronically via email by **Monday, July 31, 2017 – 2:00 PM**.

Proposals shall also be emailed to:

icolangelo@shelburnevt.org

and

andrea@vermontintegratedarchitecture.com

Note: Proposals received after this date and time will not be considered.

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 construction cost of at least \$5,600,000.
5. Proposers must provide examples of at least two successful construction operations on historic preservation sites or projects constructed pursuant to the Department of the Interior Historic Preservation Guidelines and Standards.

Selection Criteria

The Town of Shelburne will use the following criteria to evaluate submitted proposals, weighting each criterion roughly as shown. The Town of Shelburne 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 on net zero or net zero ready building projects.

- 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 the Shelburne community.
2. Project understanding and Project-specific qualifications 20 %
- 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 45 %
General Conditions Costs and CM Fee

H. Anticipated form of Agreement and Application for Payment

The Town of Shelburne shall use an AIA Document A133-2009 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 A201-2007 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 **Thursday, July 20, 2017 – 5:00 PM** to:

Andrea Murray, AIA, NCARB, LEED AP
Vermont Integrated Architecture, PC
andrea@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. Murray 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

'03 Shelburne Community Center Schematic Design Drawings'

- Existing Site Plan
- Presentation Site Plan
- Main Level Floor Plan
- Upper Level Floor Plan
- Basement Floor Plan
- Exterior Renderings

'04 Shelburne Community Center Narrative Specifications'

- Architectural Narrative Specification
- Civil Narrative
- Structural Narrative
- MEP Basis of Design

'05 Shelburne Community Center Proposal Pricing Form'