

## **Draft RFQ: Town Center Owner's Representative**

### **Request for Qualifications ("RFQ")**

#### **Town of Richmond Library & Town Center Building Repairs Owner's Representative Services**

### **I. PROJECT BACKGROUND**

The Richmond Free Library and Town Center Building date back to 1879 and 1907 respectively. Currently there is a pressing need to address overdue maintenance as well as accomplish a variety of improvements to the structures. This past March, Richmond voters approved a ballot measure authorizing the use of reserve funds amounting to over \$500,000 to accomplish needed work to both buildings. Based on assessments performed by Breadloaf Construction and historic preservation consultants, the Town Center Building Committee has compiled a list of potential work items (see attachment) and is seeking assistance in refining the scope of work, developing the schedule and implementing the needed construction project(s).

### **II. SCOPE OF WORK**

The Town is seeking Statements of Qualifications (SOQs) from individuals and/or firms to provide and perform the following owner's representative services:

1. Work with the Town Center Committee, or its representative, to refine construction contractor(s) Scope of Work.
2. Review available plans and assessments of facility conditions;
3. Identify potential qualified contractors to perform various elements and phases of the repair & renovation work;
4. Create applicable bid packages in conformance with the Town of Richmond bidding requirements;
5. Advise and assist the Town in the selection of the appropriate contractor(s);
6. Develop a project schedule and final budget based on contractor pricing & availability;
7. Assist with final contracts; prepare permits as required; and, attend to other project requirements (i.e. insurance documentation) as directed;
8. Review site logistics, safety requirements and other relevant construction conditions;
9. Assist with communication on construction impacts on Town residents, employees and facilities, including parking, the Richmond Police Department, and others;
10. Monitor work progress and quality;
11. Report to Town Manager and Town Center Committee on a regular "as needed" basis, including one hour bi-weekly with the Town Center Committee or its representative during periods of construction;
12. Inform Town Manager on approval of Application for Payments from contractor(s);

13. Provide Town of Richmond with all close-out documents, including warranties, signed permits, operating manuals, etc.

### **III. REQUESTED AREAS OF EXPERTISE**

The following is a list of requested areas of expertise of responding individuals/firms:

- a. Familiarity with construction documents, assessments & standards;
- b. Development of contractor scope of work and bid documents;
- c. Management of budgets & schedules;
- d. Oversight of contractor quality & performance;
- e. Experience with historic buildings and/or renovations;
- f. Public works or relevant non-profit project management.

### **IV. RESPONSE FORMAT**

To assist with the evaluation, please provide the following information:

*1. Cover Letter*

This section should provide a brief introduction along with an overview of the applicant's understanding of the nature of the work and general approach to be taken.

*2. Introduction to the owner's representative and/or team*

*3. Qualifications and Experience of Key Staff*

*4. References*

Applicants shall submit at least three references familiar with the applicant's ability, experience, and reliability in the performance and management of projects.

#### **Rate and Fee Schedule Requirements**

The Rate & Fee Schedule should present a table including hourly and overtime rates (as applicable) for all classification of personnel who may be utilized under this contract. Rate & Fee Schedule should also include the firm's standard rates for any printed or other material costs likely to be incurred as part of the scope of work. The rates presented within the Statement of Qualifications will remain in effect for the duration of the contract.

### **V. SELECTION CRITERIA**

Criteria to be used for selection of the successful firm will include, but not be limited to, the following:

1. Relevant experience and qualifications of the firm, particularly in completing municipal projects and working in collaboration with municipal officials.
2. Relevant experience and qualifications of individual members of the project team.
3. Ability to provide services necessary to carry out the entire project.
4. References from past clients.
5. Overall responsiveness of the proposal to needs of the project.

6. Proximity to the Town of Richmond as it impacts ability to manage the project and cost of providing services (i.e. travel time);

## VI. **DEADLINES**

Responses to this RFQ are due by 4pm July 6, 2021.

Responses can be delivered by:

- Email to Town Manager Josh Arneson at [jarneson@richmondvt.gov](mailto:jarneson@richmondvt.gov)
- Mailed to:

Town of Richmond  
Attn: Josh Arneson  
PO Box 285  
Richmond, VT 05477

- Physically delivered to the Richmond Town Center at 203 Bridge St.

## VII. **RESERVATION OF RIGHTS**

The Town will not provide compensation to respondents for the cost of preparing proposals in response to this Request. The Town reserves the right to reject any or all proposals. The Town further reserves the right to solicit additional information and hold interviews with one or more of the respondent firms. All respondents will be notified of the outcome of the selection process.

**DRAFT - June 2021**

**Analysis of Building Projects -- Grouped by Types of Projects**

Bldg.	Item Description:	Options Most	Options Least	Priority:	Type	Notes:	Group Notes
Town Ctr	Make parking lot entry fully ADA				1 Accessibility	Add push buttons to both entry doors in vestibule	
Library	Make entry fully handicap accessible	\$25,000	\$25,000		3 Accessibility	Add push buttons to both entry doors in vestibule	

Town Ctr.	Front portico drainage issues	\$15,000	\$15,000		1 Construction	Placeholder dollar amount	These seem like general construction, electrical and plumbing things that could be done by general construction firm.
Town Ctr.	Lobby door swing	\$600	\$600		3 Construction	Code Requirement	
Town Ctr.	Mech room door to 1 hr F-R	\$3,400	\$3,400		3 Construction	Code Requirement	
Town Ctr.	Abandon storage closet	\$1,800	\$1,800		3 Construction	Code Requirement	
Town Ctr.	Exit signage	\$2,700	\$2,700		3 Electrical	Code Requirement	
Library	2 <sup>nd</sup> floor exit signage	\$800	\$800		3 Electrical	Code Requirement	
Library	Stair tower emergency lighting	\$1,600	\$1,600		3 Electrical	Code Requirement	
Library	Add drinking fountains	\$5,400	\$5,400		3 Plumbing	Code Requirement	

Library	North Tower Window - cracked glass	\$500	\$500		1 Glazing	Must be done with lift or scaffold from outside.	Coordinate with roof or painting?
Town Ctr.	Meeting Room Heating	\$5,000			1 HVAC	Placeholder dollar amount	Some of this is part of existing NEAir, some needs to be added? Is moisture work separate from HVAC
Library	Add ventilation in Mezzanine meeting room	\$5,000	\$5,000		1 HVAC	Not done with renovations	

Library	North stair weatherstripping, etc	\$700	\$700		1 Weatherization		Basic weatherization work, not that complicated.
Library	Window weatherstripping	\$8,100	\$8,100		1 Weatherization		
Library	Wall insulation from exterior, as needed	\$2,500	\$2,500		3 Weatherization		
Library	Insulate attic to R70	\$10,000	\$10,000		3 Weatherization		

**NEEDS ASSESSMENT BY SPECIALIZED RESTORATION FIRM. Specialized work for slate company and/or steeplejacks, some firms do both**

Library	Slate & Flashing both towers		\$25,000		1 Restoration		Option #1 -- Need to assess spire needs -- fix flashing and wood
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Bldg.	Item Description:	Options	Options	Priority:	Type	Notes:	Group Notes
		Most	Least				
Library	Wood Trim repair both towers		\$30,000		1 Restoration		Option #1 -- Need to assess spire needs -- fix flashing and wood Option #2 -- Per Jan not needed
Library	Tall Spire full restoration	\$157,000			1 Restoration		
Library	Slate roof Full replacement	\$142,000			2 Restora. Roof		Option #1 full replacement
Library	Slate roof bi-annual repair		\$10,000		2 Restora. Roof		Option #2 annual repair
Library	Paint exterior surfaces of windows	\$24,000	\$24,000		1 Painting		Need a GOOD painting contractor, trim and siding repair as well
Library	Exterior paint on siding, etc.	\$83,000	\$83,000		1 Painting		
Library	Wood trim and siding repair	\$25,000	\$25,000		Restoration	\$ \$ guesstimate	
<b>TOTALS</b>		<b>\$519,100</b>	<b>\$280,100</b>				

#### CURRENT HVAC CONTRACT

Library	Add ventilation & AC 1st floor	\$72,000	\$72,000		2 HVAC	Need real \$\$	
Library	Interior Basement Moisture Mitigation		\$52,918		2 HVAC	Option #1 only interior or	
Library	Thermostat upgrades	\$1,600	\$1,600		3 HVAC		

#### PROJECTS ON HOLD

Town Ctr.	ADA ramp lower level	\$6,200	\$6,200		3 Accessibility	Code Requirement	HOLD for full renovation
Town Ctr.	RPD bathroom to ADA	\$11,000	\$11,000		3 Accessibility	Code Requirement	HOLD for full renovation
Library	Air/mold test @ elev. Shaft	\$2,800	\$2,800		1		Not sure we need to do if doing full moisture mitigation
Library	Exterior sidewalk (handicapped ramp) degraded	\$0	\$0		1	Has been patched, needs full repair, can Town Crew do this	Could be done by Town Crew?
Library	Exterior moisture mitigation	\$44,000	\$44,000		2 Moisture	Option #2 both exterior & interior	HOLD pending funding questions