



**TOWN OF RICHMOND**  
**RICHMOND TOWN CENTER**  
203 Bridge Street, P.O. Box 285  
Richmond, Vermont 05477



**Town of Richmond – Request for Proposals –**  
**Facilities Condition Assessment**

The Town of Richmond is seeking interested architectural/engineer/building contractors for a Facilities Condition Assessment on the Town Center building and the Richmond Free Library.

Please submit the following information to Geoffrey Urbanik, Richmond Town Manager no later than Friday, September 28, 2017. The below information and any supporting documentation may be submitted by mail, P.O. Box 285, Richmond, VT 05477 or fax (329-2011). Email also acceptable if quote is .pdf on letterhead to [townmgr@gmavt.net](mailto:townmgr@gmavt.net) .

**Description of Project**

The Town Center building and the Richmond Free Library are each more than 100 years old and have been renovated and modified substantially to meet modern purposes. The town has invested heavily in these buildings and wants to continue to keep them repaired and in good order to extend their life and keep them safe for the public and our employees.

The Town requires an expert to assess the condition of each building and identify needed repairs and recommend improvements including general cost estimates. The Town will use this information to develop short and long range management plans to implement these repairs. Neither building is restricted to historically accurate repairs, however, external appearance is important. Most utility infrastructure will be exempt from this project, as will purely cosmetic improvements and the parking lot.

Site visits are welcome and walkthroughs can be done during normal business hours.

**Proposals shall include:**

- Description of approach to accomplishing the Facilities Condition Assessment
- Qualifications of the Principals and Subordinates involved
- Description of time and materials required to complete the proposed assessment
- Required fees and cost estimate for the proposal
- Additional information deemed important by the respondent



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**Please respond by Friday, September 28, 2017.**

Any questions may be directed to Geoffrey Urbanik at 434-5170.