

Town of Richmond, VT
Request for Proposals
Richmond Free Library 1st Floor HVAC Replacement
8/15/2019

A. Invitation

The ***Town of Richmond*** is soliciting proposals from qualified firms to provide design-build or construction management services for the ***HVAC renovation project for the Richmond Free Library's first floor***. The firm selected by ***Town of Richmond*** will prepare plans, schedules, and cost estimates to support funding approval for this project. Delivery of these preliminary services will ideally conclude with the Select Board approval for the project based on the developed project scope and the total project budget. It is anticipated that, upon approval, the Town will negotiate with the successful bidder to provide all remaining services necessary to complete design and construction of the project.

B. Project Description

The ***Town of Richmond, VT*** is planning to overhaul a failing in-slab radiant tubing heating system serving the Library's first floor. In addition, the following items are to be addressed during this phase of the project:

- Air conditioning for the first floor
- Ventilation air for the first floor
- Evaluation of the existing building HVAC systems and domestic water systems
- Basement moisture, humidity, dirt floor, uninsulated foundation walls, poorly insulated first floor joists, and potential air quality issues.
- Associated architectural and electrical work for above items

NOTE: The Town of Richmond is engaged in a comprehensive process of evaluating and improving its town buildings. The Town has a goal of making these buildings comfortable, renewable and healthy while lowering and stabilizing costs of operation. Our buildings are a valued community resource and we want to secure the future of these buildings through these improvements. The Town would like to see multiple options for HVAC improvements so that it may have a variety of designs and price points to choose from. The Town specifically requests that the following design concept be fully reviewed and presented as one of these options:

- **Replacement of the failing radiant slab heating with a new air to water heat pump system.** The heat pump shall be sized to meet the load of the entire first floor for both heating and cooling. Provisions shall be made so the system can be expanded in the future to serve the entire building. The existing boiler will be retained for supplemental heat for the Air Source Heat Pump (ASHP) system.

Construction Documents: The successful bidder shall provide a full set of construction drawings (Architectural, Mechanical, Electrical and other trades) which shall be stamped and signed by registered Vermont Architect and Professional Engineer(s). The drawings shall include but not be limited to:

- Architectural plans and details
- Mechanical and Electrical plans, details, and schedules
- Control sequences of operation
- Record drawings shall be submitted upon project completion
- Provide Owner training on installed systems.
- Include all cutting patching painting of existing walls/floors for installation of work.
- Equipment pads (interior and exterior)

C. Scope of Services

1. Meet with the Building Committee and other appropriate Town officials to review and refine the preliminary project scope, future scope, program and design.
2. Develop and refine conceptual plans, to be used as the basis for establishing total project cost.
3. Develop and refine an overall project schedule.
4. Present conceptual plans, overall schedule and total project cost for design and construction of the project.
5. Prepare materials for public presentations as required.
6. Participate in public informational meetings, and support efforts to obtain favorable results in the Select Board approval.

D. Project Schedule

Selected milestones related to this project include:

- | | |
|--|--------------------|
| 1. Request for Proposals available | August 14, 2019 |
| 2. Deadline for receipt of questions | August 28, 2019 |
| 3. Responses to Requests for Proposal due | September 16, 2019 |
| 4. Interviews and questions | As needed |
| 5. Firm selected and notified | October 8, 2019 |
| 6. Conceptual plans, schedule and total project cost completed | November 22, 2019 |

E. Proposal Requirements

Please provide three (3) copies of your proposal that include the following information:

1. Overview and description of your firm, including your relevant experience, resources for design, estimating, and project management, and your ability to implement the project.
2. List no more than three of the most relevant projects your firm has completed within the past five years. Provide a narrative, building size, project delivery method, project team members, and a reference for each project listed.
3. Identify your project team members, their proposed roles, and relevant experience. Provide a detailed resume for each project team member.
4. Outline your proposed process and deliverables for this project, and a clear statement of the scope of services you intend to provide.
5. Submit your proposed fee to deliver all of the preliminary services included within your proposal. Your fee for such services should be itemized by task and include an hourly rate sheet. Provide a list of reimbursable expenses and their estimated value.

F. 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);
7. Fee proposal(s).
 - a. Fee proposal shall include a fixed fee to provide the above noted paragraph C scope of service to determine the total project scope and budget.

- i. Develop scope and total project budget \$ _____
- b. Provide a percent CM fee (including all final design costs) for remaining services necessary to complete design, bidding and construction of the facility. The fee shall be based on the following anticipated project budgets range
 - i. ____ % fee \$100,000 to \$225,000 total project budget

G. Proposal Deadline and Delivery Requirements

Contractors are required to submit a sealed and signed copy of their bid. The bid, whether mailed or hand delivered, must arrive at the TOWN no later than 3pm September 16, 2019. Sealed Bids must be addressed to the Town Manager, Josh Arneson and labeled as “Response to RFP – Library HVAC”.

Mailing Address

Town of Richmond
P.O. Box 285
Richmond, VT 05477

Physical Address for Delivery

203 Bridge St.
Richmond, VT 05477

Proposals received after this date will not be considered. No facsimile submissions will be accepted. Contractors mailing bid proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Contractors assume the risk for the method of delivery chosen. The TOWN assumes no responsibility for delays caused by any delivery service. Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the TOWN and will not be returned.

H. Questions, Additional Information and Addenda

All inquiries regarding uncertainties or exclusions in the terms or intent of this Request for Proposals should be sent via e-mail to jarneson@richmondvt.gov no later than one week prior to the date that bids are due.

I. 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.

J. Site Visits

Site visits can be arranged by calling Town Manager, Josh Arneson at 802-434-5170 or email jarneson@richmondvt.gov