



**Town of Richmond, Vermont**

**PROPOSAL**

**for**

**Design/Build Services for the  
Richmond Free Library  
HVAC Renovations Project**

**Submitted by**

**Bread Loaf Corporation**

**September 16, 2019**





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*Hartford Town Hall*



## 1. Firm Information

Bread Loaf Corporation is a fully-integrated planning, architecture and construction firm headquartered in Middlebury, Vermont. Founded in 1968 as Bread Loaf Construction, the company has evolved from our construction roots to a full service company of over 50 professionals including Architects, Construction Managers, Estimators, Engineers, Trades Persons and Support Staff who are focused on working together to serve the needs of our Clients.

We are distinguished by our range of in-house design and construction expertise. We serve Clients as talented Architects and as experienced Construction Managers. We have completed close to 300 projects using Integrated Project Management (IPM), our unique system for integrating planning, design, and construction services. IPM allows Bread Loaf to assume full responsibility for delivering projects, from conception to completion.

Bread Loaf believes that a full understanding of the effect potential design solutions have on the project budget and schedule will require that the Owner, Estimators and Construction Managers are involved as design alternatives are explored. This occurs most smoothly when the entire team is gathered at the table from the outset. In addition to our Architects, our in-house team for the Richmond Free Library HVAC Renovation Project will include a Manager of Mechanical/Electrical/Plumbing/Fire Protection (MEP) Services, a Estimator, and a Project Manager. As the Town of Richmond project develops, the Bread Loaf team of Estimators and Construction Managers will be providing constant input to the team regarding cost impacts, material selection, scheduling implications, mechanical and electrical systems and many other factors that will impact the budget. The team is organized with the expertise and responsibility of the members distributed as follows:

Our Architects are experienced designers and team leaders. They will work closely with the Town of Richmond and the Bread Loaf team to develop a clear set of project goals, review and confirm the Library's scope

### Municipal Client List:

- Addison County Solid Waste District
- Addison County Transit Resources
- Addison County VT Sheriff's Department
- City of Lebanon, NH
- City of Nashua, NH
- City of South Burlington, VT
- City of Vergennes, VT
- Town of Antrim, NH
- Town of Belmont, NH
- Town of Bennington, VT
- Town of Chester, VT
- Town of Colchester, VT
- Town of Essex, VT
- Town of Ferrisburgh, VT
- Town of Goffstown, NH
- Town of Hampstead, NH
- Town of Hanover, NH
- Town of Hartford, VT
- Town of Littleton, NH
- Town of Middlebury, VT
- Town of Manchester, VT
- Town of Monkton, VT
- Town of Newport, VT
- Town of Norwich, VT
- Town of Pelham, NH
- Town of Proctor, VT
- Town of Richmond, VT
- Town of Rochester, VT
- Town of Stowe, VT
- Town of Williston, VT
- Town of Wilmington, VT



of work and impacts to existing operations. Our Architects will present all systems concepts for review and selection and will make public presentations as required to gain support for the project. Our Architects frequently work with large groups or committees to define project goals and build consensus.

Our Estimator works side by side with our Architects, Manager of MEP Services and Project Manager to establish all costs associated with the conceptual design. They will work closely with the Town of Richmond and project team during goal setting and conceptual design to establish the total project budget. Throughout the process they will communicate with all team members, gathering information and keep them informed of the cost impact of all design and construction alternatives under consideration. This process will allow the Town to understand and analyze the project costs, and the entire team can track changes as the design develops.

Our Manager of MEP Services performs cost analyses for proposed mechanical, electrical, plumbing and fire protection building systems, and researches code issues related to mechanical and electrical systems. They will develop an intimate knowledge of the town's expectations regarding MEP systems and ensure that those expectations are taken into account in developing the conceptual total project budget.

Our Project Manager will work with our Architects and Estimator to identify construction strategies that minimize impact on schedule and budget. They will collaborate with the design team and the Owner representatives to establish the project schedule and keep the team informed of any consequences as decisions are being made throughout the conceptual design process.



## 2. Relevant Projects

On the following pages are detailed descriptions of projects that demonstrate our team's experience and capabilities with respect to planning, design, and construction which would be beneficial for the Town of Richmond.

**Town of Hartford Town Hall Renovations -  
Net Zero Ready Building**  
Hartford, Vermont

**Town of Richmond  
Conditions Assessment**  
Richmond, Vermont

**Northwestern Counseling & Support Services  
Capital Planning Study**  
St. Albans, Vermont

### Library Client List:

- Greenwood School Academic Building and Library
- Public School Library Renovations
  - Lothrop Elementary School
  - Mary Hogan Elementary School
  - Middlebury Union High School
  - Mount Abraham High School
  - Stowe Middle & High School
  - Hinesburg Community School
- Pelham Municipal Library
- Royalton Library
- Shelburne Community School Library
- State of Vermont Library
- Vermont Academy Learning Center Library & Fuller
- Vermont Law School, Cornell Library
- Upper Valley Waldorf School



## Town of Hartford *Town Hall Renovations - Net Zero Ready Building*

### Sustainable design features:

- Net Zero ready building
- No fossil or biomass fuel systems
- Embodied energy conservation by preserving existing building materials
- Energy Efficient Building Shell: R-20 foundation; R-40 walls; R50 Roof
- High-performance air sealing of the building envelope
- Indoor lighting uses 30% less energy than code
- Outdoor lighting uses 90% less energy than code
- Day lighting controls
- All electric air source heat pump with simultaneous heating and cooling rated to -13°F
- Point of use domestic water heaters for each bathroom
- Low flow plumbing fixtures

### Awards:

*Best of the Best in Commercial Building Design & Construction, 2015*

*Major Renovation, Honor Award*  
Efficiency Vermont

*Vermont's Greenest - 2016 Commercial Building*  
Vermont Green Building Network

The Town of Hartford devoted several years evaluating options to address its outdated municipal offices that were housed in a former early 19th century school. The Town selected Bread Loaf for the design and construction of a complete renovation of the existing facility.

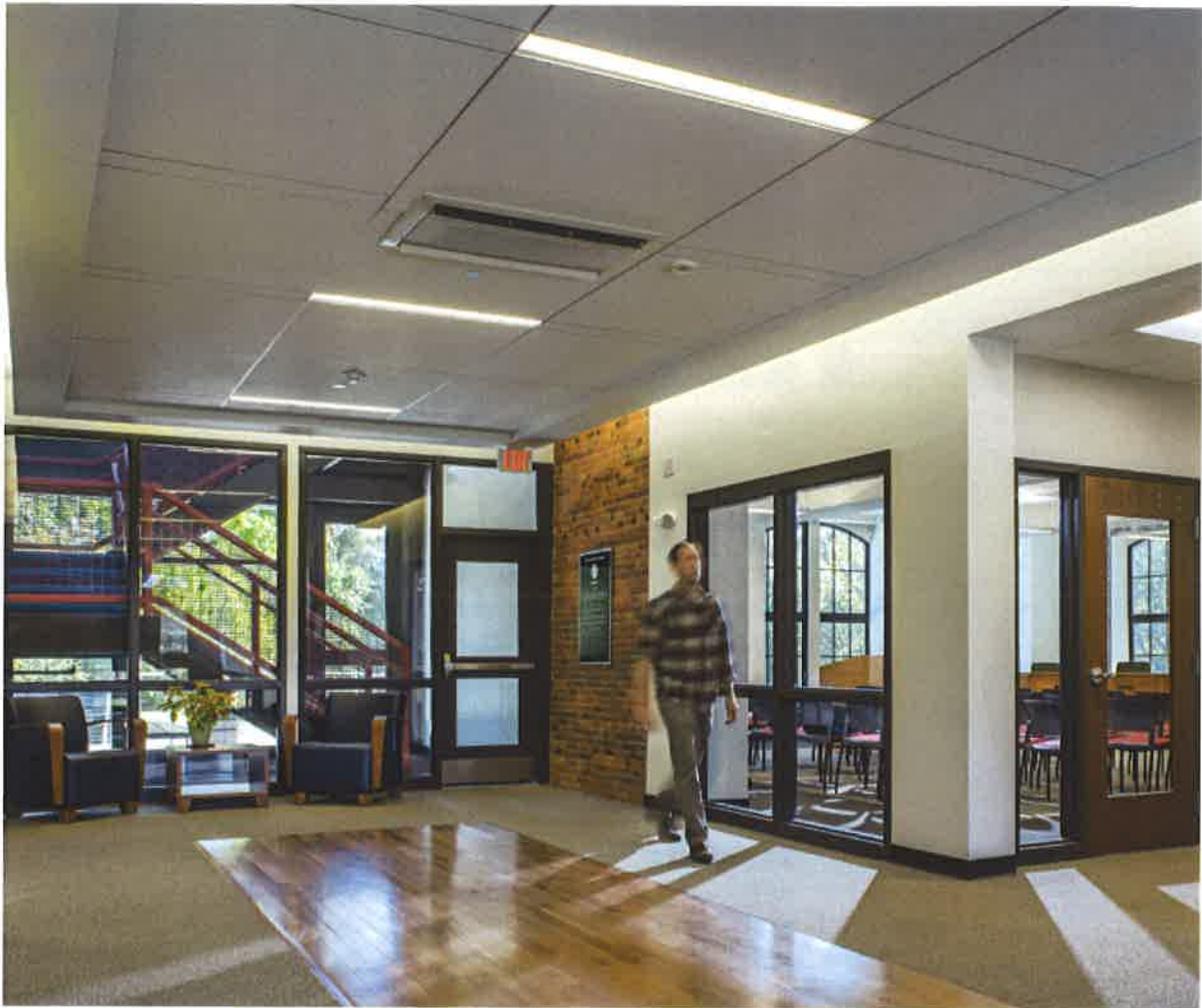
The building is a Net Zero ready facility featuring an open transparent lobby that connects the Bridge Street side of the historic building with public parking and Lyman Park. Municipal department offices and public meeting rooms flank the main lobby on each of the three floors. Flood proofing of the building was required by code, which was creatively achieved by allowing future flood water to travel through the building basement. A complete structural rebuild of the floor framing systems was required after construction began and Bread Loaf was able to fit this added work into the budget and schedule.

The renovated building is fully accessible with installation of a new elevator, entrance ramps and other ADA compliant amenities. Design emphasis was placed on creating healthy workspaces with access to daylight, fresh air, and outdoor views in a highly efficient design that resulted in a Net Zero ready building. The fully renovated Hartford Town Hall embraces its historic past while celebrating the modern era in which it was reconstructed.

**Building Size:** 19,200 sf  
**Delivery Method:** Design/Build (IPM)  
**Project Team:**  
 Dave Kirby  
 Fred Bellucci  
 John Johnston

**Reference:**  
 Hunter Riesberg, (past) Town Manager  
 manager@newportnh.gov  
 603-277-9153





*"It was a true pleasure working with all the Bread Loaf folks through the long process of renovating the Hartford Town Hall. They demonstrated persistent professionalism even at the times that our large volunteer advisory committee did not. With so many diverse people on the committee overseeing the project, I am sure it was like herding cats at times, but they managed to hear the greater interests of the group over the noise of us all, and keep the project on time and under budget."*

Alan Johnson  
Selectboard Member  
Town of Hartford





## Town of Richmond *Conditions Assessment*

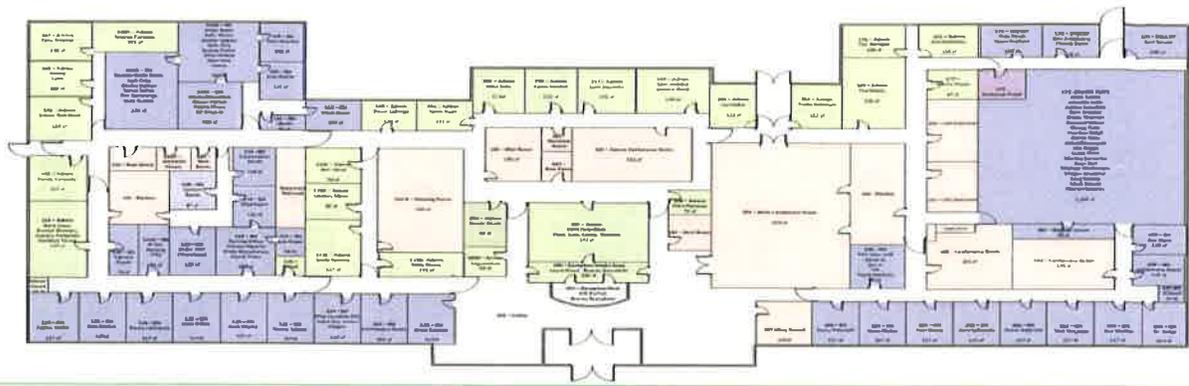
During the winter of 2017/2018 Bread Loaf Corporation worked closely with the Town of Richmond to provide a Conditions Assessment for the Richmond Volunteer Fire Station, the Richmond Free Library, and the Richmond Town Center Building. The team made several walk-throughs and assessments of the three facilities, evaluating each building for code compliance, accessibility, general building condition, HVAC and electrical system review and an overview of each space and how well they currently function.

The Conditions Assessment consists of code analysis and accessibility review for each space and function. Each section provides conditions assessments that will help understand opportunities to improve life safety and code compliance, health and safety of the users, overall short and long term maintenance and identify areas to improve building efficiency. Finally, the report focuses on the potential costs for addressing each building's top priority. These priorities have been categorized in three ways: Code and Life safety issues as the highest priority, Health and Welfare items as the next priority, and General recommendations and function as the third priority in this budgeting exercise.

**Building Size:** 3 buildings totaling approximately 12,000 sf  
**Delivery Method:** Design/Build (IPM)  
**Project Team:**  
John Johnston  
Paul Wyncoop  
Ken Labas

**Reference:**  
Josh Arneson, Town Manager  
jarneson@richmondvt.gov  
802-434-5170





**Northwestern Counseling & Support Services** *Capital Planning Study*

Bread Loaf provided Capital Planning Services for the Northern Counseling and Support Services (NCSS) located in St. Albans, Vermont. NCSS provides services to ensure that the residents of Franklin and Grand Isle Counties have access to high quality services, which promote healthy living and emotional well-being.

The Capital Planning Budget Report was developed by Bread Loaf as a planning tool for NCSS to assist in prioritizing capital budgeting for identified building deficiencies and long-term maintenance goals.

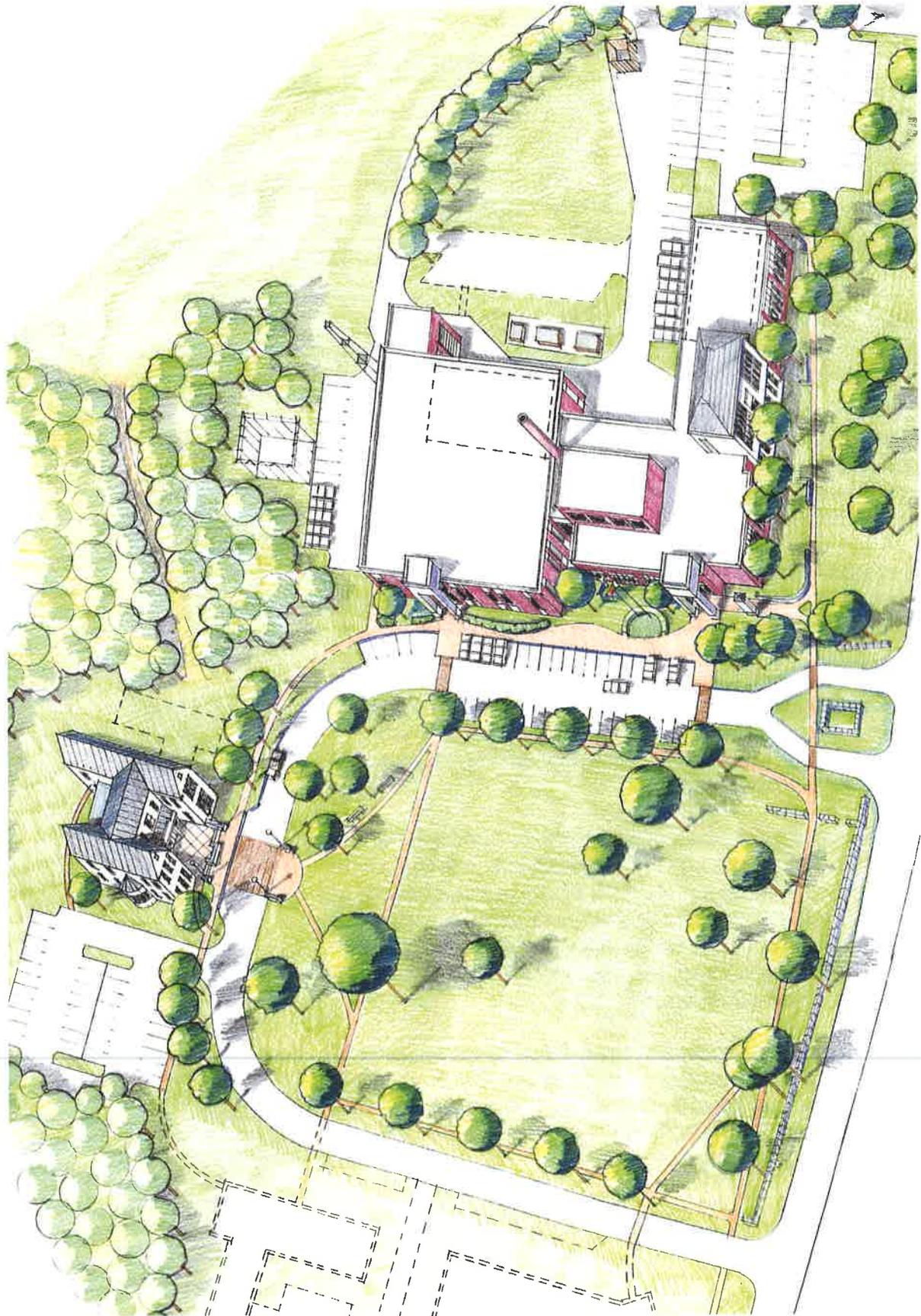
The report is organized into seven sections; each addressing a distinct property owned or leased by NCSS. The report treats each building as a distinct chapter and includes facility reviews, recommendations for corrective work or end-of-life span replacement planning, and associated budgets for each recommendation.

An initial Facilities Assessment survey was first conducted by Bread Loaf from March 2017 through July 2017, and included site visits and review of existing NCSS documentation of building plans, past projects, reports, and surveys. NCSS also provided a list of previously identified issues at each site which were incorporated into the survey. Bread Loaf surveyed each building site, envelope, interior, and systems for code compliance, physical condition, and basic functionality.

Bread Loaf also worked with NCSS on a boiler replacement project at one of their facilities for teaching troubled youth located in an old school building. Bread Loaf utilized Design/Build delivery process to work closely with HVAC contractors and NCSS to achieve this difficult project within the pre-determined budget and schedule.

**Building Size:** 7 buildings totaling approximately 30,000 sf  
**Delivery Method:** Design/Build (IPM)  
**Project Team:**  
 John Johnston  
 Fred Bellucci  
 Steve Rooney  
 Paul Wyncoop

**Reference:**  
 Lynn Daudelin, Project Manager  
 ldaudelin@ncssinc.org  
 802-524-6555



Town of Pelham



### 3. Project Team

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The Bread Loaf's team has been carefully selected to match their professional experience with the Town of Richmond's needs, goals, and objectives. The Bread Loaf team members have all worked closely together on previous projects of similar size and scope to your new Municipal Buildings project.

**John Dale, AIA, NCARB, LEED AP**  
Project Architect

**John Johnston**  
Vice President of MEP Services

**Sean Paquette, LEED**  
Project Manager

**Tyler Kibling**  
Estimator

**Paul Wyncoop, MS, LEED AP**  
Historic Preservationist

Our team offers years of experience working together on multiple municipal projects, including Town Offices, Libraries, Police Departments and Fire Stations throughout the region. They will all be fully involved with the project from the start, and our entire team will stay involved through construction, offering continuity and consistency to the Town of Richmond.

The Bread Loaf team resumes are on the following pages:



**John Dale**  
AIA, NCARB, LEED AP  
Architect

**Profile:**

John began his architectural career in 1985, and has been a registered Architect since 1989. John joined Bread Loaf in 2011.

**Education:**

Master of Architecture,  
University of Virginia

Bachelor of Art,  
Middlebury College

**Professional Registrations:**

Licensed Architect:  
District of Columbia, Maryland,  
Massachusetts, Vermont  
NCARB Certified  
LEED Accredited Professional

**Professional Affiliations:**

American Institute of Architects  
American Institute of Architects - VT  
Vice President  
VT Green Building Network  
United Way of Addison County -  
Former Board President

*\*Award Winning Project*

**Project Role:**

John will be the Project Architect and will lead the Design Team. John will coordinate design phase meetings with your representatives and appropriate members of the Design Team. He will lead the design process, present alternative designs for review and approval, and be your primary contact during the project.

He will verify project scope, details, and materials with the Project Estimator for each phase of the project. John will work closely with the Project Estimator to ensure that the project scope is consistent with the Client's desired budget. He will prepare all planning documents and presentation material.

**Bread Loaf Project Experience:**

**The Greenwood School**

- Dining Hall & Student Center Planning
- Academic Center
- Master Planning

*Putney, Vermont*

**Vermont Academy**

- Deferred Maintenance 2017/2018
- Fuller Hall
- Integrated Academic Building
- Master Planning

*Saxtons River, Vermont*

**Vermont Historical Society**

- Vermont State Library Renovations

*Barre, Vermont*

**Vermont History Museum**

- Renovation

*Montpelier, Vermont*



**Town of Newport**

- Community Center

*Newport, New Hampshire*



**University of Vermont**

- Alumni House Historic Restoration & New Pavilion \*

LEED Silver Certification

*Burlington, Vermont*

**Montpelier Recreation Center**

- Space Needs Analysis

*Montpelier, Vermont*

**Equinox Resort**

- Master Plan Update 2018
- Window Replacement Planning

*Manchester, Vermont*



**Town of Middlebury**

- Recreation Center \*
- Town Offices - Net Zero Ready Building \*
- Underground Utilities

*Middlebury, Vermont*

**American Precision Museum**

- Improvement Planning

*Windsor, Vermont*

**Academy at Charlemont**

- Campus Planning

*Charlemont, Massachusetts*

**Champlain College**

- Joyce Hall Learning Center Design & Renovations
- Burlington, Vermont*

**City of Burlington**

- Parks Tree & Grounds Facility
- Burlington, Vermont*



**Dinse, Knapp & McAndrew Law Offices**

- Office Planning Studies
  - Renovations
- Burlington, Vermont*

**Economic Development Initiative**

- Planning & Design
- Middlebury, Vermont*

**ECHO, Leahy Center for Lake Champlain**

- Master Planning
- Burlington, Vermont*

**Landmark College**

- Science, Technology & Innovation Center \*
- Putney, Vermont*

**The Moody Center**

- Revell Hall Planning
- Northfield, Massachusetts*



**St. James Episcopal Church**

- Addition and Renovation
- Woodstock, Vermont*

**Thomas Aquinas College**

- Athletic Center Conditions Survey Planning
- Northfield, Massachusetts*

**Southern Vermont Arts Center**

- New Studio Conceptual Design
- Manchester, Vermont*

**St. Mary's Church**

- Flooring Replacement
- Middlebury, Vermont*



**Applejack Stadium**

- Planning Services
- Manchester, Vermont*

**Northfield Mount Hermon School**

- Headmaster's House Renovation
  - Athletic Facility Master Planning
  - 6 New Faculty Houses Planning & Design - Net Zero Ready Community
  - South Farm House Renovations
  - Early Child Education Center
- Gill, Massachusetts*

**Paul Frank + Collins**

- Renovations
- Burlington, Vermont*



**Town of Manchester**

- Park House
- Manchester, Vermont*

**Previous Project Experience:**



**1501 Main Street**

- Office Building
- Washington, DC*

**Dumbarton Oaks**

- Gallery & Library Addition \*
- Washington, DC*

**Decoration and Design Building**

- Annex Building High Rise Renovation
  - Main Building Facade
- New York, New York*

**Embassy of Luxembourg**

- 1925 Beaux-Arts Mansion Restoration
- Washington, DC*

**Episcopal High School**

- Penick Hall Addition
- Alexandria, Virginia*

**Tulane University**

- Woldenberg Art Center
- New Orleans, Louisiana*

**Unicorn Mining**

- Corporate Headquarters
- London, Kentucky*

**University of Maryland**

- Eppley Recreation & Aquatic Center \*
  - Clarice Smith Performing Arts Center \*
- College Park, Maryland*

**University of Maryland**

- Ritchie Coliseum Recreation Center Renovation
- College Park, Maryland*



**John Johnston, PE**  
*Vice President of MEP Services*

**Profile:**

John joined Bread Loaf in 1999, with 15 years' experience in engineering.

Vice President of MEP Services  
2006 - Present

Manager of MEP Services  
1999 - 2006

**Education:**

Bachelor of Science in Architectural Engineering (Emphasis on Environmental Building),  
Pennsylvania State University

**Professional Registrations:**

Professional Engineer - Mechanical  
State of Vermont

**Professional Affiliations:**

American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE)

**Project Role:**

As a resident of Richmond, John is familiar with the Richmond Free Library's expectations regarding Mechanical, Electrical, Plumbing, and Fire Protection systems. He will ensure that those requirements are communicated to the MEP consultants and contractors so the end project meets the Town's expectations.

During design and pre-construction, and will provide input and guidance on issues related to coordination, constructability and equipment configuration.

John lead the evaluation of the existing building MEP systems and will collaborate with the design team and the Town on appropriate MEP systems and equipment, including the reliability and quality of proposed systems, preliminary calculations, equipment sizing, and MEP space requirements. John will also provide input and guidance to the team regarding applicable code compliance issues associated with MEP systems, and issues related to coordination, constructability and equipment configuration.

John will manage the MEP budgets, be responsible for estimating from preliminary budgets through project close-out, and oversee the MEP construction from concept through subcontractor bidding.

During construction, John will visit the site regularly to assess MEP progress, critical milestones, road blocks and Owner satisfaction. During project closeout he will oversee the proper startup of systems to ensure a seamless project completion and final closeout.

**Experience:**

**Town of Hartford**

- Town Hall Renovations - Net Zero Ready Building \*

*White River Junction, Vermont*

**City of Vergennes**

- Police Station

*Vergennes, Vermont*

**Town of Richmond**

- Conditions Assessment

*Richmond, Vermont*

**Town of Middlebury**

- Town Offices - Net Zero Ready Building \*
- Recreation Center \*

*Middlebury, Vermont*

**Shelburne Community School**

- Library & Cafeteria Renovations

*Shelburne, Vermont*

**Stowe Electric Department**

- New Office Building & Service Facility

*Stowe, Vermont*

**Montpelier Recreation Center**

- Space Needs Analysis

*Montpelier, Vermont*

**Town of Newport**

- Community Center

*Newport, New Hampshire*

**Town of Belmont**

- Police Department Planning Study
- Police Department Bond Vote Proposal

*Belmont, New Hampshire*

**Town of Ferrisburgh**

- Grange Hall Historic Rebuild \*

*Ferrisburgh, Vermont*

**Town of Stowe**

- Akeley Memorial Building Town Vault
- Ice Arena

*Stowe, Vermont*

**Ferrisburgh/Vergennes Train Station Renovations**

*Ferrisburgh, Vermont*

**Brooks House**

- Pre-construction Building Restoration & Rehabilitation \*

*Brattleboro, Vermont*

**Keene Housing**

- Central Square Terrace Renovation

*Keene, New Hampshire*

**Housing Vermont**

- New Avenue Renovations

*St. Johnsbury, Vermont*

**Federated Church of Rochester**

- Feasibility Study

*Rochester, Vermont*

\*Award Winning Project



**Sean Paquette, LEED**  
*Project Manager*

**Profile:**

Sean joined Bread Loaf in 2011 with over 10 years' experience in the construction industry.

**Education:**

Associates in Construction Management,  
Vermont Technical College

Castleton State College

**Professional Registrations:**

LEED Green Associate

**Professional Training:**

OSHA 10 Hour Safety Certification

Dale Carnegie Graduate

**Project Role:**

During construction, Sean will be the bridge between the Client and Bread Loaf. The Client should always feel comfortable contacting him with any questions about the project. Working closely with the Superintendent, Sean will manage the entire construction process from pre-planning, start-up, the main body of work, on through completion, post construction follow-up and closeout. His primary duties are scheduling, contract management, Project Team communication, sub-contractor management and problem solving.

In order to manage the above items, understanding all aspects of a project is imperative. He must have knowledge and experience in each trade to be a second pair of eyes reviewing the project every week and effectively address any issues that may arise.

**Experience:**

**City of Vergennes**

- Police Station
- Vergennes, Vermont*

**Town of Antrim**

- Police Station
- Antrim, New Hampshire*

**UCH Head Start Bennington Recreation Center**

*Bennington, Vermont*

**Upper Valley Aquatic Center**

- Addition & Renovations
- White River Junction, Vermont*

**Upper Valley Waldorf School**

- Renovation & Expansion
- Quechee, Vermont*

**Champlain College**

- Joyce Hall Learning Center Renovations
- Burlington, Vermont*

**Castleton University Fine Arts Lobby Ceiling Replacement**

*Castleton, Vermont*

**Green Mountain Transit**

- Garage Renovation Pre-construction and Value Engineering Services
- North Springfield, Vermont*

**Long Trail School**

- New Field House
- Dorset, Vermont*

**Maple Landmark**

- Expansion 2015
- Middlebury, Vermont*

**Middlebury Pediatric Dentistry**

- Dental Office
- Middlebury, Vermont*

**New England Precision**

- Municipal Wastewater Connection System
  - Renovations 2014
  - Office Renovations 2015
- Randolph, Vermont*

**Otter Creek Brewing**

- Brewhouse Expansion
  - New Mezzanine
- Middlebury, Vermont*

\* Award Winning Project



**Tyler Kibling**  
Estimator

**Profile:**

Tyler joined Bread Loaf in 2014 as an Estimator.

**Education:**

Bachelor of Construction  
Engineering Management  
Norwich University

OSHA 30 Safety Certification

**Professional Registrations:**

MSHA Certified

**Project Role:**

During the pre-design, permitting, and design phases of the project, Tyler's primary responsibility will be to assist the Project Team with preparation of the total project budget, material and systems comparison costs, value balancing, constructability review, and detailed estimates. When the project reaches the design development and construction phases, he will be responsible for managing the entire bid process and developing the final cost of construction.

During the pre-construction and construction phases, Tyler will, after receiving the Owner's authorization, identify and purchase long-lead-time items. He will issue work packages, review the scope of work for subcontractors, analyze bids, and write subcontracts and purchase orders.

Throughout the process, he will collaborate and communicate with all Team Members, gathering information from them and keeping them informed on the financial impact of all design and construction alternatives under consideration.

**Experience:**

**Shelburne Community School**

- Library & Cafeteria Renovations  
*Shelburne, Vermont*

**Southern Vermont Arts Center**

- Yester House Interior Renovations Master Plan
- Yester House Interior Renovations & Addition  
*Manchester, Vermont*

**Federated Church of Rochester**

- Feasibility Study  
*Rochester, Vermont*

**Castleton University Fine Arts Lobby Ceiling Replacement**

*Castleton, Vermont*

**Champlain College**

- Joyce Hall Learning Center Renovations  
*Burlington, Vermont*

**Hypertherm, Inc.**

- Logistics Center
- 21 Great Hollow Road Lobby Renovations
- Health and Wellness Clinic  
*Lebanon, New Hampshire*

**Keene Housing**

- Central Square Terrace Renovation  
*Keene, New Hampshire*

**Porter Medical Center**

- Helen Porter Rehabilitation & Nursing Center Addition and Renovations  
*Middlebury, Vermont*

**Maple Landmark**

- Expansion 2015  
*Middlebury, Vermont*

**Middlebury Pediatric Dentistry**

- Dental Office  
*Middlebury, Vermont*

**Newberry Market at Briggs Opera House**

- Renovations  
*White River Junction, Vermont*

**Putnam Block Redevelopment**

- Renovations & Historic Rehabilitation  
*Bennington, Vermont*

\*Award Winning Project



**Paul Wyncoop, MS, LEED AP**  
*Client Services Manager*

**Profile:**

Paul joined Bread Loaf in 2002 with over 16 years' previous experience in his field. He has worked as a Construction Manager, Historic Preservationist and Owner's representative.

**Education:**

Master of Science  
Historic Preservation  
University of Vermont

Bachelor of Science  
Engineering and Public Policy  
Carnegie Mellon University

**Professional Registrations:**  
LEED Accredited Professional

**Professional Affiliations:**  
University of Vermont  
Historic Preservation Program  
Adjunct Professor

Advisory Council for Historic  
Preservation, State of Vermont

Preservation Trust of VT, Board  
Member

Town Hall Theater, Board Member

VT Preservation Roundtable Member

"Green Building for Architects,  
Engineers, & Contractors" 2008  
Half Moon Seminars, Instructor

"From Design to Building for Historic  
Projects" Mid Atlantic Museum  
Association Building Museums  
Conference, 2007  
Educational Session Presenter

**Project Role:**

As the historic preservation expert, Paul is responsible for preserving the historic integrity of the project. He will lead the effort to stabilize, restore, and preserve original building elements. He will collaborate with the team on how to incorporate the existing structure into the new programming, including historically sensitive code upgrades and enhanced accessibility.

**Bread Loaf Project Experience:**

**Adirondack History Center  
Museum**

• Addition and Renovation Planning  
*Elizabethtown, New York*

**American Precision Museum**

• Improvement Planning  
*Windsor, Vermont*

**Bennington Museum**

• Master Planning  
• Sprinkler System Installation  
*Bennington, Vermont*

**Brooks House**

• Building Restoration & Rehabilitation \*  
• VTC/CCV Fit-Up  
• Duo Restaurant  
• Oak Meadow  
*Brattleboro, Vermont*

**Equinox Resort**

• Porch Restoration  
• Master Plan Update 2018  
• Master Planning  
• Window Replacement Planning  
*Manchester, Vermont*

**Fort Ticonderoga**

• Mars Education Center  
LEED Certification  
• Equipment & Maintenance Facility  
• Pavilion Restoration - Conceptual Estimate  
*Fort Ticonderoga, New York*

**Putnam Block Redevelopment**

• Renovations & Historic Rehabilitation  
*Bennington, Vermont*

**Shelburne Community School**

• Pre-construction Renovations Phase I  
*Shelburne, Vermont*

*\*Award Winning Project*

**Southern Vermont College**

• Everett Mansion Historic Window  
Restoration Report  
*Bennington, Vermont*

**Stanislaus Housing Conversion  
Housing Trust of Rutland County**

• Energy Efficiency Retrofit  
*Rutland, Vermont*

**Town Hall Theater**

• Restoration \*  
Historic Preservation Consultant  
*Middlebury, Vermont*

**Town of Ferrisburgh**

• Grange Hall Historic Rebuild \*  
*Ferrisburgh, Vermont*

**Town of Hartford**

• Town Hall Renovations - Net Zero Ready  
Building \*  
*White River Junction, Vermont*

**Town of Richmond**

• Conditions Assessment  
*Richmond, Vermont*

**University of Vermont**

• Alumni House Historic Restoration & New  
Pavilion \*  
LEED Silver Certification  
*Burlington, Vermont*

**Vermont Academy**

• Learning Skills Center  
• Fuller Hall  
• Master Planning  
*Saxtons River, Vermont*

**Vermont Historical Society**

• Vermont State Library Renovations  
*Barre, Vermont*

**Previous Project Experience:**

**New York Public Library**

• South Court Restoration & Addition  
• Arts & Architecture Restoration  
• President's Office Suite Restoration  
*New York, New York*

**Wings Point Associates**

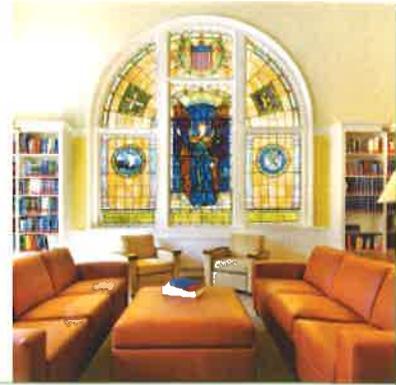
• Historic 1886 Pier A  
• Restoration & Adaptive Reuse  
*New York, New York*

**Shelburne Museum**

• Steamboat Ticonderoga Restoration  
*Shelburne, Vermont*



*Town of Middlebury Town Offices*



## 4. Process and Deliverables

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Our business approach is simple and straightforward and is reflected in our core values of commitment, innovation, integrity, and respect for our Clients and fellow team members. We believe the Town of Richmond will be best served using a collaborative and integrated approach from the early planning stage through design to final construction. This approach increases responsiveness, reduces Client costs, and improves workflow coordination.

### Municipal Focus

We have designed, renovated and built virtually every type of municipal facility, including libraries, community centers, police and fire stations, town halls, recreation centers and public works facilities.

Bread Loaf planners know how to get municipal projects off the ground. Our comprehensive services include everything from initial programming and budgeting, through site selection and thoughtful design, to effective construction management.

Our Architects are skilled in working with diverse constituencies in order to build consensus and public backing for projects. With that base of support and understanding, we create designs which are functional and beautiful representations of the community's roots and aspirations.

Once the design is complete, Bread Loaf's experienced Construction Managers rely upon our time-tested cost, schedule and quality control techniques to ensure the successful outcome of municipal projects.

Bread Loaf will use our depth of experience with older structures and municipalities to form a unified team with the Town of Richmond that will proceed efficiently and effectively to improve the infrastructure, energy efficiency and occupant comfort of this historic building.



While the experience of the Bread Loaf team will be important, it is the building committee and the library staff that will have the greatest impact on the end product. Their educated observations of the building's limitations and unrealized potential, coupled with our ability to translate that input into an efficient and cost effective solution is ultimately what will make this project successful.

### **In-House Estimating and MEP Services**

Bread Loaf provides our own, integrated in-house estimating, as well as our own MEP services as part of our team on every project. These services ensure that accurate design information is seamlessly incorporated into the budgeting process. Our accuracy of estimating typically beats industry standards. Bread Loaf has a proven record of accurately estimating our projects. Historically, the percentage increase on Bread Loaf projects for change orders, after the GMP/contract values have been set, is 1.84% for the last \$328 million worth of work completed.

In addition, Bread Loaf has in-house, licensed Mechanical Engineers, who understand the intricacies of the mechanical systems in public service facilities. These MEP Project Managers will be involved at the outset of the study, so that all important MEP systems information is included in the process from the outset.



## Deliverables - The Richmond Free Library 1st Floor HVAC Replacement Analysis and Planning

Our integrated project team will strive to create an open and collaborative process with Building Committee, Library and Town representatives. As we move forward in the analysis of the HVAC and possible Basement envelope needs for the Library, an atmosphere of collaboration will be critical in creating open and frank discussions about the needs, limitations, and challenges that will be encountered as we work together to develop the most cost and energy efficient options for improving the 1st Floor HVAC system. We believe the proposed scope of work, described herein, will enable the Town of Richmond to achieve their stated goals.

### Activities and Deliverables

1.1 – Project Kick Off and Building Conditions Evaluation – Begins with a visit to the Library and review of existing conditions as necessary to become familiar with: the building, its mechanical systems, structure, envelope (windows, exterior finishes, foundations, basement floor finishes and insulation), major spaces, utilities, solar orientation and other observable conditions. The age and operations of systems will be carefully considered and conditions of the basement and first floor structure will be evaluated to identify opportunities and limitations. Includes a kick-off meeting with the Building Committee, Library and Town of Richmond (TOR) representatives to review critical success factors, the building program, space requirements, budget requirements, schedule, sustainable design goals and other items that will be required to successfully provide the Conceptual IPM services.

*Deliverables: Floor plan, envelope and systems evaluation notes and drawings, critical success factors document, and sustainable design goals.*



1.2 - Conceptual Design Drawings – Based on the project goals and building evaluation above, create up to three concept options for upgrading and/or replacing the 1st Floor HVAC systems. An analysis of potential ventilation systems, and associated envelope upgrades, and development of relative conceptual costs of the options will also be executed. Objective evaluation, with TOR, of the options will result in one preferred option. The selected option will be further refined to include floor plan(s), systems descriptions and recommended associated improvements to the building structure and envelope and incorporated into a project narrative. Attention will also be paid to assuring that proposed improvements will not have any deleterious effects on the historic building's structure or appearance. The project scope narrative will be an important document that provides clarity for the TOR representatives and will be the basis for the detailed cost estimate. Regulatory review of key permitting parameters will be evaluated. Includes two (2) meetings with TOR representatives to review, revise, and refine potential solutions.

*Deliverables: Conceptual design floor plan(s), systems description and project scope narrative.*

1.3 - Project Schedule – Based on conceptual design drawings generated in item 1.2 above, prepare a complete design, engineering, permitting and construction project schedule for the 1st Floor HVAC Replacement. Construction logistics will be considered in the context of building's context and the need to maintain ongoing operations of the Library.

*Deliverables: Project Schedule.*

1.4 - Total Project Budget – Based on conceptual design drawings generated in item 1.3 above, prepare a detailed cost estimate to take into account all costs associated with the 1st Floor HVAC Replacement. This total project budget will also include Owner's costs required to provide a complete project, such as equipment, permit fees, tel/data, and Owner's contingency.



*Deliverables: Total Project Budget Estimate.*

1.5 - Presentation of Options and Final Report – BLC will create a final report, presentation boards, and power point presentation; and review the findings and conclusions of the conceptual Design/Build Services with the TOR and the Town Select Board. BLC will also participate in up to (3) three public information meetings. The presentation and associated materials will become the foundation of the support efforts to obtain favorable results in the Select Board Approval.

*Deliverables: Final document that includes all materials developed – drawings, schedule, and cost estimate.*

This proposal assumes that the floor plan drawings possessed by BLC will be sufficient for the purposes of this preliminary study, and does not include detailed measurement and documentation of the existing building, site survey, subsurface geotechnical investigations, structural investigations or environmental testing on the property. If more detailed investigation or documentation of existing conditions of the existing building is required, they can be included in the Proposal.

*Additional Services may be provided by mutual agreement between TOR and BLC.*



*Vermont Academy Fuller Hall*



## 5. Fee Proposal

### a. Pre-construction Fee

September 16, 2019

Activity	Hours	Rate	Cost
<b>1.1 Project Kick Off and Building Conditions Evaluation</b>			
Project Architect	6	\$108	\$648
Project Estimator	6	\$97	\$582
Historic Preservationist	4	\$108	\$432
MEP Services Manager	6	\$108	\$648
Subtotal	22		\$2,310
<b>1.2 Conceptual Design Drawings</b>			
Project Architect	4	\$108	\$432
Designer	10	\$78	\$780
Project Estimator	2	\$97	\$194
MEP Services Manager	12	\$108	\$1,296
Subtotal	28		\$2,702
<b>1.3 Project Schedule</b>			
Project Manager	2	\$97	\$194
Subtotal	2		\$194
<b>1.4 Total Project Budget</b>			
Project Estimator	12	\$97	\$1,164
Project Architect	2	\$108	\$216
MEP Services Manager	16	\$108	\$1,728
Subtotal	30		\$3,108
<b>1.5 Presentation of Options and Final Report</b>			
Project Architect	4	\$108	\$432
Designer	4	\$78	\$312
MEP Services Manager	8	\$108	\$864
	8		\$1,608
<b>Total Preliminary IPM Services</b>	90		\$9,922
Reimbursable Expense Allowance: Printing and Reproduction			\$50
<b>Total Fee for Preliminary IPM Services</b>			<b>\$9,972</b>



### **b. Construction Management Fee**

Construction Management Fee 10%.

Includes Design, Architecture and Construction Administration.



### c. Project Schedule

● Meeting with TOR    ◆ Presentation to TOR

September 16, 2019

Task/ Activity	Duration	October	November	December
1.1 Project Kick Off and Building Conditions Evaluation	2 weeks	●		
1.2 Conceptual Design Drawings	3 weeks		●	
1.3 Project Schedule	1 week			
1.4 Total Project Budget	2 weeks		●	
1.5 Presentation of Options and Final Report	1 week			◆

Michael G. McLaughlin *Michael G. McLaughlin* Date: 9/16/19  
 President

*Thank you for considering Bread Loaf for this exciting project.*

**BreadLoaf**  
Architects  
Planners  
Builders