

## **Request for Qualifications (“RFQ”)**

### **Town of Richmond Town Center Building Project Architectural Design Services**

The Town of Richmond is seeking proposals for architectural design services for a feasibility study of a potential renovation or new construction of the Town Center municipal office building. The current building is located at 203 Bridge Street on a site of about 3 acres. It contains an array of town offices (i.e. the Town Clerk and records, Town Manager, Zoning Administrator, etc.) as well as the Richmond Police Department and several tenants including local non-profits and the U.S. Postal Service. The town is seeking to develop a vision for approximately 15,000 square feet of energy efficient office space along with associated parking, landscaping, and ADA compliance within its historic structure or a new stand-alone building.

## **I. PROJECT BACKGROUND**

The Town Center Building (which house our municipal offices) and the Richmond Free Library (located on the same ‘campus’ parcel) date back to 1907 and 1879 respectively. An active Town Building Committee (hereinafter Building Committee) has been working to address a variety of items in both buildings that have accumulated due to deferred maintenance over the years. In March of 2021, Richmond voters approved a ballot measure authorizing the use of “Town Center Reserve Funds” amounting to over \$500,000 to accomplish this needed work which is currently being pursued by the Town with the assistance of a consulting project manager. These “Reserve Funds” are also available to support the development of a longer term vision for the renovation or replacement of the Town Center ‘municipal’ building.

To date, the Town – supported by the Building Committee – has begun the process of seeking and receiving input from various stakeholders including current building occupants and other interested parties. The Town Building Committee seeks to engage a design professional to assist the community with envisioning and studying various options. This ‘Visioning Process’ should deliver a schematic design of the building and site that best suits the needs of the community and should be supported by an architect’s ‘order of magnitude’ estimate of costs for the different options.

Background assessments of the building performed by Breadloaf Construction can be found here: <http://www.richmondvt.gov/facilities-assessment-information/>

Other information including Building Committee meeting minutes and presentations can be found here: <http://www.richmondvt.gov/boards-minutes/town-center-library-building-committee/>

## **II. SCOPE OF WORK**

The Town is seeking Statements of Qualifications (SOQs) from architectural firms to provide and perform the following design services:

- 1) Perform field visit(s) to become familiar with existing conditions and environs;
- 2) Review existing assessments of the buildings and recommend or direct additional assessments as needed;
- 3) Review all applicable ordinances & regulations – including state & federal flood plane requirements - as applicable to both the building and the location;
- 4) Meet with municipal staff, existing tenants and other representatives as directed by the Building Committee to develop and refine programmatic needs and space requirements;
- 5) Assess the feasibility of the renovation of the existing building – including expansion, if needed - as well as a stand-alone new building option on the existing site and/or at a new location;
- 6) Help the Building Committee, the Select Board and potentially the voters of the Town evaluate options and choose which option to develop;
- 7) Provide initial schematic designs with site plans, preliminary building elevations, and preliminary floor plan designs for the chosen option based on input from the Building Committee;
- 8) Provide the Town with an architect’s schematic estimate of cost and a draft timeline of major milestones for construction;
- 9) Communicate/provide progress updates with the Town Manager and the Building Committee on regular intervals.

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

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

- 1) Experience in designing space for municipal services that is both functional and aesthetically pleasing;
- 2) Experience designing buildings that house multiple programs that are independent, but inter-related;
- 3) Experience integrating building design within a ‘campus’ setting;
- 4) Experience with an extensive renovation project of historic brick and masonry properties and/or new buildings with an emphasis on:
  - \* Cost effective and durable design
  - \* Energy efficiency retrofitting or new construction
  - \* “Green” building technology
  - \* Historic preservation
- 5) Experience with flood proofing and flood-plane requirements;
- 6) Experience with access and egress for vehicles and pedestrian traffic;
- 7) Expertise with landscaping in downtown settings;
- 8) Experience with publicly funded projects;.
- 9) Experience with permitting with current building codes relating to renovation of municipal property and accessibility requirements under Section 504 of the Americans with Disabilities Act.

#### **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 architect and team*

*3. Qualifications and Experience of Key Staff*

*4. References*

*5. Rate Schedule*

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

#### **Response Submittal & Questions**

- An optional site visit is scheduled for Wednesday, April 27, 2022 at 9:00 a.m. at the Richmond Town Center. Please enter the building to meet in the main foyer outside the Town Manager's office.
- Any questions must be submitted in writing by Friday, April 29, 2022 to Josh Arneson, Town Manager, [jarneson@richmondvt.gov](mailto:jarneson@richmondvt.gov)
- All questions will be answered within 1 week and sent to all respondents

**FINAL SUBMISSIONS ARE DUE BY WEDNESDAY, May 9, 2022 @ 4:00 P.M.**

#### **V. SELECTION PROCESS**

Submittals will be reviewed by the Building Committee. It is anticipated that the Building Committee will interview several applicants before selecting a firm to recommend to the Select Board to hire under contract. The Town reserves the right to reject any or all applicants.