

Town of Richmond, Vermont

Request for Proposal (RFP): Organizational Project Manager

I. Introduction

Richmond, VT is seeking proposals from qualified individuals or firms to provide organizational project management services for the renovation and code compliance upgrade of a town-owned building. The project aims to ensure the building meets local, state, and federal codes, incorporates necessary capital improvements, and remains a valuable asset to the community. The selected project manager will have demonstrated experience in flood mitigation, historical building preservation, collaboration with local government entities, and facilitating municipal bond votes.

II. Project Overview

The building in question is [provide a brief description, including historical significance, current use, and any known issues related to flood risk or code compliance]. The project encompasses:

- Comprehensive assessment of the building's current condition.
- Development and implementation of a plan to bring the building up to code.
- Design and oversight of capital improvements to enhance functionality and longevity.
- Integration of flood mitigation strategies to protect the structure.
- Preservation of historical elements in accordance with relevant guidelines.

III. Scope of Work

The selected project manager will be responsible for:

1. Project Planning and Coordination

- Develop a detailed project plan outlining timelines, milestones, and deliverables.
- Coordinate with town officials, stakeholders, and regulatory agencies to ensure project alignment with community needs and compliance requirements.
- Collaborate closely with the town committee and the Select Board to provide regular updates, seek advisement, and ensure the project aligns with the town's strategic objectives.

2. Assessment and Compliance

- Conduct a thorough assessment of the building's structural integrity, historical features, and current compliance status.
- Identify deficiencies and recommend solutions to meet local, state, and federal codes, including accessibility, safety, and environmental regulations.

3. Flood Mitigation

- Evaluate the building's vulnerability to flooding and propose effective mitigation strategies.

- Design and implement measures to protect the building from future flood events, considering both structural and non-structural approaches.
- 4. Historical Preservation**
 - Ensure that all renovations and improvements are sensitive to the building's historical significance.
 - Collaborate with preservation experts and adhere to guidelines set forth by historical societies or preservation authorities.
- 5. Capital Improvements**
 - Identify and prioritize necessary capital improvements to enhance the building's usability and longevity.
 - Oversee the design and implementation of approved improvements, ensuring quality and budget adherence.
- 6. Budget Management and Bond Vote Facilitation**
 - Develop and manage the project budget, providing regular updates to town officials.
 - Assist the town in preparing for a bond vote to secure funding for the project, which may include:
 - Developing comprehensive budget proposals and financial plans.
 - Preparing necessary documentation and presentations for public meetings.
 - Coordinating with financial advisors, bond counsel, and other relevant parties to ensure compliance with legal and procedural requirements for municipal bond issuance.
 - Educating and informing the public about the project's scope, benefits, and financial implications to garner community support.
- 7. Reporting and Documentation**
 - Maintain comprehensive project documentation, including plans, permits, correspondence, and progress reports.
 - Provide regular updates to the town committee and present findings at public meetings as required.

IV. Proposal Requirements

Interested parties should submit a proposal that includes:

- 1. Cover Letter**
 - A brief introduction to the individual or firm, highlighting relevant experience and qualifications.
- 2. Experience and Qualifications**
 - Detailed descriptions of similar projects completed, emphasizing experience with flood mitigation, historical building preservation, local government collaboration, and facilitating municipal bond votes.
 - Resumes of key personnel who will be involved in the project.
- 3. Approach and Methodology**

- A clear outline of the proposed approach to the project, including methodologies for assessment, planning, implementation, and evaluation.
- 4. **Project Timeline**
 - An estimated timeline for the project, including key milestones and deliverables.
- 5. **Budget Proposal**
 - A detailed budget breakdown, including fees for services and any anticipated expenses.
- 6. **References**
 - Contact information for at least three references from similar projects.

V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and demonstrated expertise in flood mitigation, historical preservation, local government projects, and facilitating municipal bond votes.
- Clarity and feasibility of the proposed approach and methodology.
- Qualifications and experience of key personnel.
- Reasonableness of the proposed budget.
- Feedback from references.

VI. Submission Instructions

Proposals must be submitted by [submission deadline] to:

[Your Name]
[Your Title]
[Your Town's Name]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

VII. Additional Information

For questions or further information, please contact [Name] at [Email Address] or [Phone Number].

Richmond, VT reserves the right to reject any or all proposals, request additional information, and negotiate with any or all respondents.