

# PROPOSAL FOR RICHMOND TOWN CENTER ORGANIZATIONAL PROJECT MANAGER

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## COVER LETTER

**Duncan Wardwell**

Town of Richmond  
203 Bridge Street, P.O. Box 285  
Richmond, Vermont 05477

**RE: Town Center Organizational Project Manager - RFP Response**

Dear Mr. Wardwell and Richmond Select Board,

I am pleased to submit my proposal to serve as the Organizational Project Manager for the Richmond Town Center renovation and code compliance project. As a Vermont licensed architect and resident with specialized experience in historic building preservation, flood mitigation, and municipal project management, I bring the precise combination of skills and expertise the Richmond project demands.

My qualifications directly align with your requirements:

**Historic Preservation Excellence:** I worked on the complete restoration and addition design for The Ames Library, an H.H. Richardson historic building including a level of detail such that I measured and recreated every stone of the building in CAD for exact preservation work. I also was involved with preservation work at the Henry David Thoreau Institute at Walden Pond and The Isabella Stewart Gardner Museum Director's home and other projects in Boston. My experience with nationally significant historic sites has taught me to balance preservation requirements with contemporary needs - sensitively preserving architectural heritage while implementing modern functionality and code compliance.

**Flood Mitigation Expertise:** During my extensive work on multi-family developments and retreat facilities I have developed and implemented comprehensive flood mitigation strategies, including both structural and non-structural approaches that protect buildings while preserving their historic character.

**Municipal Collaboration:** My experience with the Boston Housing Authority and county officials across multiple states has honed my ability to navigate complex permitting processes, zoning approvals, and regulatory requirements. I have successfully secured insurance claims, negotiated with government entities, and facilitated public approval processes.

**Project Management at Scale:** I have managed projects ranging from single-family historic homes to 450-unit apartment developments, consistently delivering on time and within budget. My work includes comprehensive assessments, master planning, budget development, and full lifecycle project management from conception to completion. A strong part of my contribution to these projects has been initial feasibility and value path navigation, determining which options are available and applicable, and helping stakeholders commit with confidence to ones that are best suited to the specific project budget and goals.

**Financial Acumen:** When applying my services to existing facilities, a key aspect of my work is to "lean and green" a property, successfully determining the updates and modifications will be the most effective in reducing operating costs while balancing the initial cost to implement. The low hanging fruit - those changes that cost the least yet provide the most return are usually where we begin. Determining what that path forward is and looks like is a specialty I have refined over decades.

I have successfully facilitated bid processes, achieved \$60,000 in annual insurance premium reductions, and secured energy rebates through sustainable building practices - skills directly applicable to your municipal bond vote facilitation needs.

Located in Shaftsbury, Vermont, I understand the unique challenges facing Vermont municipalities and am committed to preserving the character of our historic communities while ensuring they meet modern safety and accessibility standards.

I am excited about the opportunity to help Richmond preserve and enhance this vital community asset. My approach emphasizes stakeholder engagement, transparent communication, and practical solutions that honor both the building's history and the community's future needs.

Thank you for your consideration. I look forward to discussing how my experience can benefit the Richmond Town Center project.

Sincerely,

**Talor Stewart, RA**

A handwritten signature in black ink, appearing to read 'T. Stewart', enclosed within a large, loopy oval shape.

Vermont Architect #134211  
(802) 379-9867  
PO Box 356  
Shaftsbury, VT 05262

# EXPERIENCE AND QUALIFICATIONS

## Relevant Project Experience

### Historic Building Restoration

- **The Ames Library (H.H. Richardson Building)** - Led complete restoration and addition design for this nationally significant historic structure, balancing preservation requirements with modern functionality
- **Henry David Thoreau Institute at Walden Pond** - Managed preservation and restoration work at this iconic National Historic Landmark, ensuring sensitive treatment of culturally and environmentally significant structures
- **Multi-family Historic Renovations** - Managed renovation of 40+ existing buildings at retreat centers, maintaining historic character while achieving code compliance
- **Adaptive Reuse Expertise** - Specialized in transforming historic structures for contemporary use while preserving architectural integrity

### Flood Mitigation and Resilience

- **Comprehensive Site Analysis** - Conducted flood vulnerability assessments for properties across multiple states and climate zones
- **Structural Solutions** - Implemented both structural and non-structural flood protection measures for large-scale facilities
- **Insurance Integration** - Successfully negotiated insurance reductions through proven mitigation strategies, achieving significant annual savings, including \$60,000 premium reduction per year on a single property.

### Municipal and Government Collaboration

- **Permitting and Zoning** - Extensive experience navigating complex approval processes with county officials, building departments, and regulatory agencies
- **Public Sector Projects** - Direct experience with government entities including Boston Housing Authority work
- **Code Compliance** - Expert knowledge of local, state, and federal building codes, accessibility requirements, and environmental regulations

### Large-Scale Project Management

- **Master Planning** - Created comprehensive master plans for facilities ranging from 50 to 142 acres
- **Budget Management** - Capably manage project budgets small and large from \$50K to multi-million dollar developments
- **Multi-stakeholder Coordination** - Successfully coordinated projects involving multiple government agencies, contractors, and community groups

## **Key Personnel**

### **Talor Stewart, Licensed Architect & Project Manager**

- Licensed Architect in California and Vermont
  - Bachelor of Architecture Program, Boston Architectural College
  - 20+ years experience in architectural design and project management
  - Author of "#1 Best-selling book 'Conscious Home Design'"
  - Certificate in Design and Construction of Sustainable Structures
  - Expert on human-centered design - all our architectural work is ultimately about people, not buildings. The smart choices we make regarding our buildings to meet the challenges of the physical environment must also work to produce conditions that boost productivity, enjoyment, and overall effectiveness in the activities the people who use the space will experience and achieve
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## **APPROACH AND METHODOLOGY**

### **Phase 1: Comprehensive Assessment and Planning (Weeks 1-4)**

#### **Building Condition Assessment**

- Structural integrity evaluation using advanced diagnostic techniques
- Historic fabric documentation and significance assessment
- Code compliance gap analysis (accessibility, life safety, environmental)
- Flood vulnerability assessment and risk modeling

#### **Stakeholder Engagement**

- Initial meetings with Select Board, town officials, and current building occupants
- Community input sessions to understand needs and priorities
- Coordination with state and federal preservation agencies
- Establishment of regular communication protocols

### **Phase 2: Strategic Development (Weeks 5-8)**

#### **Master Planning**

- Development of phased renovation approach to minimize disruption
- Integration of flood mitigation strategies with historic preservation goals
- Capital improvement prioritization based on safety, functionality, and cost-effectiveness
- Sustainable building practices integration for long-term operational efficiency

#### **Regulatory Navigation**

- Permit application preparation and submission
- Coordination with preservation review boards
- Environmental compliance documentation
- Accessibility compliance planning

## **Phase 3: Implementation Oversight (Ongoing)**

### **Construction Management**

- Contractor selection and oversight
- Quality control and progress monitoring
- Budget tracking and change order management
- Regular reporting to town officials and community

### **Bond Vote Facilitation**

- Financial analysis and budget proposal development
- Public education and engagement campaign
- Coordination with bond counsel and financial advisors
- Presentation materials for town meetings and public forums

## **Phase 4: Project Completion and Transition**

### **Final Documentation**

- As-built drawings and maintenance manuals - depending on how extensive the final scope of work ends up being, I may complete these inhouse or we can consider engaging outside production. If an outside vendor is used, I will oversee and manage the work and act as Owner's representative for the Town
- Warranty coordination and building commissioning
- Staff training for building operations
- Post-occupancy evaluation and optimization

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## **PROJECT TIMELINE**

### **Months 1-2: Assessment and Planning Phase**

- Complete building assessment
- Develop master plan and preliminary budget
- Begin permit applications
- Initial community engagement

### **Months 3-4: Design Development and Approvals**

- Finalize renovation plans
- Secure necessary permits and approvals
- Prepare bond vote materials
- Contractor pre-qualification

#### **Months 5-6: Bond Process and Contract Awards**

- Facilitate community education and bond vote
- Final design documentation
- Contractor selection and contract award
- Pre-construction meetings

#### **Months 7-18: Construction Phase**

- Phased construction implementation
- Regular progress reporting
- Quality control and compliance monitoring
- Stakeholder communication

#### **Months 19-20: Project Completion**

- Final inspections and commissioning
- Documentation delivery
- Building transition and staff training
- Project close-out

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## **BUDGET PROPOSAL**

A critical part of management work is to evaluate options and cost benefit tradeoffs to avoid investing time and expense going down dead end paths. I bring a fresh and experienced perspective to this project. My entire fee to drive this project to successful completion can be covered by a single prudent design strategy. My services pay for themselves in value engineering cost savings and time efficiency through quickly determining viable solutions and paths forward.

As such, here is my fee structure proposal:

#### **Professional Services Fee Structure:**

**Hourly Rate:** Normally \$175.00 per hour, I will reduce to \$125.00 for this project due to “bulk hours” (greater than 500) required to deliver.

My services will cover:

- Project management and coordination
- Site visits and inspections
- Stakeholder meetings and reporting
- Permit application support

**For the purpose of cost estimating breakdown of Services are as follows:**

- **Comprehensive Building Assessment:** \$15,000 - \$25,000
- **Master Planning and Design Coordination:** \$20,000 - \$35,000
- **Permit Application and Regulatory Coordination:** \$8,000 - \$15,000
- **Bond Vote Facilitation Services:** \$10,000 - \$20,000
- **Construction Administration:** 8-12% of construction cost

**Estimated Total Professional Services:** \$75,000 - \$150,000 *(Depending on project scope and complexity)*

**Additional Expenses:**

- Travel and site visit expenses\*
- Specialized consultants (structural, environmental, etc.)
- Document reproduction and presentation materials

\*Depending on each phase of the project, time required will fluctuate. Some phases will require more on site presence and others will be more office intensive. I anticipate an overall average of two days per week on site. This is included in my cost estimates. More time beyond that will be billed as time and expenses.

*All fees are negotiable based on final project scope and town budget constraints.*

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## **SUBCONTRACTORS AND CONSULTANTS**

These are some of my associates/specialized consultants who can be utilized as needed:

<b>Subcontractor/Consultant</b>	<b>Specialty</b>
Brian Tarantino and Robert Henry Norton - Structural Engineers	Historic structure analysis and flood mitigation design
Krista Poulin - Environmental Consultant	HVAC, energy efficiency, and environmental compliance
David Hatch - Historic Preservation Specialist	National Register compliance and preservation planning

Robert Henry Norton - Flood  
Mitigation Engineer

Hydrology analysis and flood protection systems

David Chase Venman - Vermont  
Real Estate Attorney

Municipal bond process and financial planning

*Specific consultants will be selected based on project needs and town preferences, with all selections subject to town approval.*

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## REFERENCES

**Self-Realization Fellowship** - Current Client Large-scale retreat facility renovations and master planning Contact: Available upon request

**MA Center Dallas** - Former Client

142-acre retreat center master planning and renovation management Contact: Available upon request

**Valcap Group LLC** - Former Employer Multi-family property rehabilitation and construction management Contact: Available upon request

*Additional references available upon request*

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## INSURANCE AND CERTIFICATIONS

- **Professional Liability Insurance:** \$2,000,000 per occurrence
  - **General Liability Insurance:** Meets all RFP requirements
  - **Licensed Architect:** California and Vermont
  - **Sustainable Design Certificate:** Advanced sustainable building practices
  - **Author and Industry Expert:** Published authority on conscious design principles
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**This proposal demonstrates my commitment to delivering exceptional results for the Richmond Town Center project while honoring both the building's historic significance and the community's contemporary needs. I look forward to the opportunity to discuss this proposal in detail and answer any questions you may have.**

# TALOR STEWART

## ARCHITECT & AUTHOR

### PROFILE

Multi-state Licensed Architect with over 20 years of experience in architectural design, project management, and sustainable construction. Expertise in large-scale renovations, master planning, new construction, adaptive reuse, and feasibility studies. Passionate about designing conscious spaces that blend aesthetics, efficiency, and usability for strong stakeholder experience and integration. Author of #1 best-selling book "Conscious Home Design" and experienced in managing complex construction projects from conception to completion.

### WORK EXPERIENCE

#### 2009 - PRESENT

##### **Self-Realization Fellowship**

Project Architect / Project Manager

- Led master planning and design for multiple building renovations on 100-acre retreat facility
- Developed comprehensive bid drawings and managed permitting processes
- Provided project management and consulting services for projects across Washington DC, Puerto Rico, and San Diego

#### 2013 - 2019

##### **MA Center Dallas and Chicago**

Project Architect / Project Manager

- Created master plans for 50-acre and 142-acre retreat centers, ensuring optimal space utilization
- Developed scope, budget, and timeline for new retreat housing and renovation of 40 existing buildings
- Designed and supervised installation of 28 kitchens in multifamily building
- Secured insurance claims and negotiated with county officials for permitting and zoning approvals
- Achieved \$60k annual reduction in insurance premiums through improved safety and efficiency
- Successfully obtained energy rebates by implementing sustainable building practices

## **2012 - 2013**

### **Valcap Group LLC**

Special Project Manager, Purchasing, & Construction Management

- Managed projects ranging from 50 to 450 unit apartment developments across Indiana, Texas, and Mississippi
- Led complete project lifecycle from feasibility research through purchase, renovation, and lease-up phase
- Evaluated distressed commercial multi-family properties and performed comprehensive due diligence
- Developed detailed scope of work, budget, and timeline for property rehabilitations
- Implemented "lean and green" strategies to maximize property value and operational efficiency
- Managed contractor hiring and supervised property management teams

## **2007 - 2008**

### **Dymaxaeon Architects & Engineers**

Architect

- Led restoration and addition design for The Ames Library (H.H. Richardson historic building)
- Designed Vectrix Electric Motorcycles manufacturing facility and Raytheon Corporation Metrology Lab
- Created addition for Middleboro YMCA (14,000 square foot gymnasium)
- Conducted site studies, code research, and zoning analysis for multiple commercial projects

## **E D U C A T I O N**

### **Bachelor of Architecture Program**

Boston Architectural College (1997-2002)

### **Landscape Design History**

Arnold Arboretum at Harvard University (2003)

### **Licensed Real Estate Agent Certificate**

American Real Estate Academy (2004)

## **S K I L L S**

### **Technical Skills**

AutoCAD • DataCAD • Drafting • Master Planning • Feasibility Studies

### **Project Management**

Contract Negotiation • Budgeting • Site Evaluation • Construction Management

**Construction & Renovation**

Sustainable Design • Facilities Management • Restoration • Property Management

**CERTIFICATIONS**

Licensed Architect in California and Vermont

Certificate in Design and Construction of Sustainable Structures

Specialization in human centered design

**PUBLICATIONS**

**Conscious Home Design** (June 2019)

Author of #1 Best-selling book on designing homes that support good health, positive relationships, and personal connection. Enriching life through user-focused design.

**CONTACT**

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