



## REQUEST FOR PROPOSALS

### Building Updates – Town of Guilford Office

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**Project Title:** Building Updates – Town of Guilford Office

**Contact:** Peder Rude, Town Administrator  
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Town of Guilford  
236 School Road  
Guilford, VT 05301-8319

**Date of Issue:** 3 May 2017

**Deadline:** 5:00 PM, Friday, 30 June 2017, Guilford Town Office

**Decision:** 24 July 2017

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#### SCOPE OF WORK:

The Town of Guilford is seeking proposals for work on its Town Office. A range of structural and remodeling changes are needed on the Town Office to update, modernize, and ensure the use of the building over the next 20 years, based upon the observed current physical conditions of the property. This Request for Proposals (RFP) is to determine the exact needs and costs of the work required to bring the structure up to date, to meet the needs of a diverse community, and to continue to serve the community in the decades to come and as green and energy-efficient a manner as possible.

The work should include the needs as defined below and further recommendations to improve the integrity, durability, and functionality of the Town Office. These components are separated into four main categories. The categories are: Site, Architectural, Mechanical/Electrical and Interior Spaces.

- Site: parking lot, sidewalks, entry, and other hardscapes. This category assesses all egress/ADA pathways and ADA parking for compliance. Any site life/safety items of note should be assessed in this section.
- Architectural: structural integrity, roofing, insulation, project accessibility, and all compliance/non-compliance with current ADA requirements. This includes common corridors, entries, and restroom. All life/safety items of note should be noted.
- Mechanical/Electrical- Includes: power distribution, hot water tank, furnace, corridor air systems, and all other common area serving equipment.
- Interior Spaces- All items for assessment shall include, at a minimum: flooring, wall conditions, doors, hardware, trim, cabinets, sinks, toilets, faucets, countertops, light fixtures, receptacles, hot water tanks, fire alarm devices (protection and suppression), heaters, bathroom hardware, appliances, bath fans, vents and closets/closet doors. This should also include the construction of a kitchenette within existing space. In addition, consideration may be given to altering interior spaces to better suit workflow, document storage and safety, meeting space requirements, and other common uses of the facility.

#### **QUALIFICATIONS FOR THE RFP PROVIDER:**

The provider for these assessments must possess valid and current licenses and certifications necessary to comply with and complete the “Statement of Work”, as listed below and as regulated by all applicable state and/or local laws and ordinances.

The provider must have prior training and experience in evaluating site and building systems, health and safety conditions, physical and structural conditions, environmental concerns and have complete knowledge of the current standards, details and critical dimensioning related to total accessibility for municipal public buildings, as defined by the American with Disabilities Act (ADA), as well as the local jurisdictional codes and requirements related to the specific properties.

#### **STATEMENT OF WORK:**

The provider shall provide a complete outline of the work, including but not limited to, all of the following criteria:

##### ***1) Site***

- ADA accessibility
- Status of the paving, sidewalks, accessible paths to common areas, and other hardscapes.
- Condition of life and safety issues such as handrails, uneven walking surfaces, pedestrian warnings, electrical and mechanical services, etc.
- Site lighting and other common areas.

- Landscaping and grading issues.
- Any/all life /safety issues.

## **2) Architectural**

- Structural integrity.
- All penetrations such as mechanical vents, fixture mounts, cable mounts and utility entry points.
- Roofing and gutters; determine the condition along with the installation and the current performance.
- Condition and code related issues for stairways, decks and deck rails.
- ADA accessibility.
- Adequacy of insulation.

## **3) Mechanical/Electrical**

- Common area and unit heat and ventilation.
- Water sources & disposal.
- Furnaces, boilers, hot water heaters.
- Electrical service and distribution.
- General lighting and illumination of the interior and exterior.

## **4) Interior Spaces**

- Flooring including condition, transition strips, baseboards and other related items.
- Bathrooms including plumbing fixtures, GFCI outlets, exhaust fans, bath hardware and cabinets.
- Wall and ceiling substrates.
- Doors, hardware and millwork.
- Kitchenette including cabinets, countertops, sink/faucet, appliances, GFCI outlets.
- Light fixtures, baseboard and wall mounted heaters, unit electrical panels and wall receptacles.
- Hot water tanks.
- Smoke/fire and CO detectors.
- Egress and general pathways.
- Stairs, ramps and railing systems.
- ADA accessibility.

An interview should be conducted with the Town Administrator during the assessment to discuss all current issues needing immediate attention as well as: typical issues related to the building elements, mold issues, water intrusion issues, etc. In addition, any possible capital “improvements,” either to comply with current code, recommended to improve energy efficiency or potential planned upgrades should also be identified and included. Improvement costs should be considered in the overall financial plan as an informed allowance for rough planning purposes.

A detailed narrative description of the Town Office is required to assist in the description of all line items shown in the category spreadsheets. The completion of this work shall be completed within 3 months of the executed contract or as negotiated with the Town of Guilford. An Executive Summary showing the outlined needs, recommendations, and estimated costs should be included with the full proposal.

Descriptive photos of all four categories shall be included as an attachment. The photos should focus on the items/issues related to the costs shown in the assessment. A minimum of 10 photos shall be included. Photos, when submitted in electronic form, shall be sized so the RFP.

## **SUBMISSION**

Please provide a proposal for services to the Town of Guilford based on the information above and the information below.

Proposals should provide the following information:

- Cover sheet with company name, address, year of establishment, contact information, and summary of the work that the company does. Please note on the cover sheet if you are a minority or women owned business enterprise as preference will be given to M/WBEs.
- Experience in providing RFPs for similar types of projects. Please include descriptions of prior training and experience in: evaluating site and building systems, health and safety conditions, physical and structural conditions, environmental concerns and have complete knowledge of the current standards, details and critical dimensioning related to total accessibility as defined by the American with Disabilities Act (ADA), as well as the local jurisdictional codes and requirements related to the specific property. Include experience and training of key personnel associated with this project.
- Description of how you would propose to undertake the work. Please include timelines for each aspect of the proposed work and steps you would take during each component.
- Experience in working with municipalities and/or non-profits, if applicable.
- List of all applicable licenses and certifications.
- Proof of general liability insurance with a minimum amount of \$1,000,000 per occurrence.
- Line item budget for the proposed work.
- At least three professional references with contact information.

### ***Proposals will be rated on the following criteria:***

- Cover sheet including all applicable data (up to 5 points)
- Executive Summary (up to 5 points)
- Description of similar experience (up to 15 points)

- Description of approach to issues (including time lines and demonstrated willingness to work with Town officials) (up to 20 points)
- List of all applicable licenses and certifications as well as proof of general liability insurance (up to 10 points)
- Use of local sub-contractors (please list) (up to 5 points)
- Use of Guilford based sub-contractors (please list) (up to 5 points)
- References (up to 5 points)
- Line item budget (up to 25 points)
- Experience working with municipalities and/or non-profits (up to 5 points)

TOTAL POINTS POSSIBLE: 100

Proposals will be reviewed and scored by the Town Administrator and presented to the Selectboard for further review and analysis.

Proposals must be submitted by 5:00 PM, Friday, 30 June 2017. Email submissions are preferred, but not required.

**Site assessments and question/answer time will be held on the following dates. Please contact the Town Administrator to confirm which date you wish to attend.**

**Monday, 15 May 2017 from 9:00am – 11:00am**

**Thursday, 18 May 2017 from 4:00pm – 6:00pm**

If additional site visits are needed and to submit proposals please contact Peder Rude, Town Administrator. Please be sure to indicate it is for the “Town Office Proposal – Town of Guilford”.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by the Guilford Selectboard.

Sheila Morse – Chair \_\_\_\_\_

Gabrielle Ciuffreda – Vice-chair \_\_\_\_\_

Verandah Porche \_\_\_\_\_

Richard Wizansky \_\_\_\_\_

Gordon Little \_\_\_\_\_