

Town of Monkton
280 Monkton Ridge
North Ferrisburgh, Vermont 05473

REQUEST FOR CONSTRUCTION MANAGEMENT (CM) SERVICE PROPOSALS

TOWN OF MONKTON PROPOSED TOWN OFFICES & LIBRARY BUILDING

GENERAL

The Town of Monkton seeks proposals from a qualified Construction Manager (CM) to assist with the pre-construction planning process as well as an organized and quality construction process. The CM must be experienced in construction of comparable buildings and related site work activities, energy efficiency, and publicly-funded projects. The CM will provide constructability review, bidding to qualified, local subcontractors, and provide budget and schedule management for the project and minimize project risk.

Proposals will be evaluated based on experience, references, bonding capacity, proposed management team, organization and approach to this project, pre-construction phase costs, general conditions cost and fees.

The Town is requesting CM proposals prior to a March 2020 public bond. The Town and the design team envision a transparent and collaborative process throughout the balance of design and construction of the project.

Please note the following regarding a design/build approach for MEP. It is anticipated that the Architect's scope of work will outline specifications describing concepts and quality level for the proposed design of Mechanical and Electrical Systems, thus requiring MEP subcontractors to design the systems.

PROJECT DESCRIPTION

For many years, Monkton has considered various approaches to upgrading the town office, expanding the library and providing a community space for residents. Due to space constraints, the town hall can no longer support the business of running the town. In addition, space is needed in the library to accommodate programming for both adults and children, to accommodate a growing collection of library materials, and to provide a comfortable space for patrons to work and read, and for staff to work.

Beginning in 2006, the Town purchased land on Monkton Ridge, with the intent to build a new municipal building. Previous design/build proposals in 2010, 2012, and 2013 failed to capture voter support to proceed. In 2017, voters authorized the creation of a Municipal Building Fund and funded it with \$40,000, kicking off a renewed effort to bring new facilities to town.

The proposed building shall include Town Offices, Library and space for community events.

The Town hired an architectural firm; Bellwether Architects in May 2019. The Town executed a contract with Bellwether for the initial design and project development; which included community outreach. In

addition, the contract with Bellwether, although not fully authorized includes a team of subconsultants for Civil, Structural, Mechanical and professional cost estimate services. Through Town wide surveys, outreach meetings, and collaboration with the Town and Library personnel; the schematic design is complete and available with this RFP. In addition, a Detailed Cost Estimate provided through Bellwether's subconsultant is available for review.

Project Team

Owner:

Town of Monkton

Building Committee:

Heather Bessette, Will Bown, Melanie Cote, Peter Norris, Stephen Pilcher, Deb Rickner, Peter Straube, Jere Urban

Architect (and sub consultants):

Bellwether Architects

Chris Huston

Leah McGavern

(& Subconsultants)

Otter Creek Civil Engineering

Sellers Treybal Structural Engineers

Barden Consulting Services, Inc.

SCHEDULE

The following schedule is proposed for the project. Once a CM is on board, we will refine the bidding and construction schedules as necessary:

January 10, 2020: RFP announced/distributed

January 17, 2020: Deadline for submission of questions; to be submitted to wborn@monktonvt.com.
(Bidders are welcome to contact Will Bown at 802-598-6402 as well).

January 31, 2020: Proposals Due.

February 3-7, 2020: Anticipated Interviews of CM Finalists.

February 14, 2020: Anticipated notification of CM Selection.

March 2020: Anticipated Selectboard execution of contract. (following Bond Approval).

March – April 2020: Further Drawing Development – for Bid

April – May 2020: Permitting & Bid Package Administration

August 2020: Anticipated Construction Start date (if not sooner).

BUDGET MANAGEMENT

We anticipate that while the majority of this project will be funded by a taxpayer supported bond, it is possible that some grant monies from a variety of organizations, and donations and fundraising efforts by the library may also contribute a source of funding for the project. As a result, it is essential that this project be completed within budget. The CM will work with the Town and the design team to manage the budget throughout design and construction. The CM will also need to satisfy any reporting or audit requirements per the Town of Monkton and for any of the grant funding.

The Architect retained the services of an Independent Cost Estimator to assist in defining the Bond Vote amount to present to the residents of Monkton. The selected CM will be expected to be familiar with and commit on this estimate.

FINANCIAL TRANSPARENCY

As noted above, the Town envisions an open, honest, and transparent process where information flows freely among designated representatives of the Town, Design Team, and CM. This information will include, but not limited to, project cost information, bidding results, payroll compliance information, material and systems information, planning information etc.

ENERGY EFFICIENCY AND SUSTAINABILITY

The CM will be a key team member in achieving a high-performance building within a responsible budget and allotted timeframe.

PROPOSAL REQUIREMENTS

Please submit 1 hard copy and 1 electronic copy of your proposal. Proposals must demonstrate that they meet the following minimum qualification requirements.

1. Proposers must have all necessary registrations/licenses to perform the anticipated construction work, including registration with the Vermont Secretary of State to do business in Vermont.
2. Proposers shall have sufficient financial capacity to carry out the work, including access to sufficient capital or other resources to allow it to complete the work even if there are disputed claims.
3. Proposers must demonstrate the ability to provide the bonds and insurance required by Article 8 of the AIA document A133.
4. Proposers must have reached substantial completion of construction on two similar projects with a construction cost of at least \$1,500,000.

PROPOSAL SELECTION CRITERIA

The Town of Monkton will use the following criteria to evaluate submitted proposals. The Town anticipates inviting selected finalists to interview with members of the Building Committee and the Architect for this project. The Town will consider information from the RFPs, from references and from interviews to make its evaluation.

1. Experience and qualifications of the firm and management team:
Selection shall include financial capacity, experience constructing similar projects, and experience on net zero ready building projects. This shall include quality and experience of the CM management team and team members. Experience with managing competitive bidding of subcontractors. Selection will be based upon the firms Safety record, quality of references, communication, presentation and teamwork skills, and any experience working with and connections to the Monkton Community.

2. Project Understanding and Project Specific qualifications:

Selection will be based upon firm's capacity to complete the CM's scope of work within the estimated construction schedule, as well as within the total project budget as provided as part of this RFP.

3. Cost and Fee Proposal, including:

- Preconstruction Fee
- OH&P
- General Conditions

LIMITATIONS & AWARD

This RFP does not commit the Town of Monkton to award any contract, nor to pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. The Town of Monkton reserves the right, as its sole discretion, to reject any or all submittals received as result of this request, to negotiate with all qualified sources, or to cancel all or part of the RFP.

After a priority listing of the final firms is established by the Building Committee, the Town of Monkton may negotiate a contract with the first priority or recommended firm. If negotiations cannot be successfully completed with the first priority firm, the negotiations will be formally terminated. At this juncture, the Town, at its sole discretion, may initiate negotiations with the second most qualified firm and so on with the remaining firms until a Contract may be awarded.

It is anticipated that upon CM selection, all parties shall work to define form of and execute the terms of a contract for services.

PROPOSAL DEADLINE

Proposals are due by 12:00 PM on January 31st, 2020. Please submit one hard copy and one electronic copy. Proposals received after that time will not be considered. The Town of Monkton reserves the right to reject any and all proposals. Proposals should be submitted to:

Town of Monkton
Attention Municipal Building Committee
Monkton Town Hall
P.O. Box 12
Monkton, VT. 05469-0012
Email: Building@monktonvt.com

ATTACHMENTS

1. Link the Town of Monkton Municipal Building Website:
<http://monktonvt.com/boards-and-committees/municipal-building-committee/>
2. Schematic Level Drawings Including Site Plans
3. Scope Narrative
4. Cost Estimate