



## TOWN OF BENNINGTON

Town of Bennington

Old Benn High Development Project

Request for Proposals for Architectural Services – Addendum # 1 **(Changes Denoted in Red Bold Font)**

**April 11, 2022**

**The deadline for proposals is Friday April 29, 2022 by 2 pm.**

The Town of Bennington (Town or Owner) is seeking proposals from architectural firms for design services related to the rehab and retrofit construction of 30,000 square feet of space within the 100,000 sq. ft. former Bennington High School Building at 650 Main Street in Bennington into a gymnasium, locker rooms, auditorium, senior center facility, offices for non-profits, commercial kitchen and dining room and offices for Meals on Wheels, workshops, and other municipal uses. Partners working with the Town, including Shires Housing, plan to develop approximately 40 senior, affordable, and market-rate multi-family housing units in the balance of the space in the building. Coordination with the design professionals working with the Town's partner(s) to develop the housing units will be essential.

This proposal requests services to determine overall project feasibility and schematic design development for the purpose of securing project funding. Project feasibility includes: determining the scope of work for the rehab and retrofit construction of 30,000 square feet of space within the 100,000 sq. ft. former Bennington High School Building into a gymnasium, locker rooms, auditorium, senior center facility, offices for non-profits, commercial kitchen and dining room and offices for Meals on Wheels, workshops, and other municipal uses to ascertain projected costs. **A phased design and construction approach is anticipated where the Phase I consists of the Senior Center area; Meals on Wheels Commercial Kitchen; Meals on Wheels Dining Area; public restrooms; and all supporting office areas for the Senior Center and Meals on Wheels. Phase I construction must be completed no later than June 30, 2022.** Preliminary cost estimates have been obtained by the Town and will be supplied to the chosen architectural firm.

Qualified applicants will have comparable experience as well as knowledge of publicly funded projects and federal regulations. The Architect will need to review the property, establishing a scope of work, incorporating and working with the Owner's recommendations, accessibility rules and current applicable codes (including the State of Vermont Energy Code), and conduct necessary site visits to determine the appropriate scope of work.

The Town's intent is to review architect proposals and negotiate a contract with the selected firm for pre-development feasibility and schematic design work with the intent to contract with the selected architect for design development and project management through the construction phase of the project. Candidates with the most competitive proposals will be interviewed, if necessary.

Criteria for selection will be based on the following:

- The firm's experience with similar municipal projects;
- The firm's experience with affordable housing projects;
- Experience with publicly funded projects;
- Experience with permitting under the Vermont State Department of Public Safety and current building codes;
- Experience working with Owner's Representatives;
- Experience working with Efficiency Vermont;
- Quality of working drawings and bid documents;
- Experience with construction administration/management;
- Qualifications and/or experience of personnel assigned to the project;
- The firm's ability to work within the Owner's time frame;
- Costs.

The selected firm will choose one primary contact person from the predevelopment phase through the completion of all construction phases for the project. The architect must consult with the Owner's representatives in all matters relating to site layout, design, project cost, materials, quality control, change orders, and other issues impacting the cost and quality of construction.

In coordination with the Owner, the project architect will bid engineering services (as required), specifically: Civil, Structural, Electrical, Mechanical and Fire Protection. All design and engineering consultants will have contracts with the Architect. We will execute an AIA form of contract, as amended by the Owner as the contract between Architect and Owner, or current form that is acceptable to proposed funders.

The Owner will retain final approval of all decisions including the selection of project consultants, engineers, and general contractor. The Owner reserves the right to reject a bid for any reason.

### ***Financing***

All of the funding sources for this project have not been secured. We anticipate that the project will be funded by the Town of Bennington's ARPA allocation, State and Federal grants, and private donations.

### ***Other Requirements***

The selected architect will be required to provide professional liability insurance coverage on this project

with an annual aggregate of \$ 2,000,000.00 and \$ 1,000,000.00 per occurrence coverage.

### ***The Scope of Project Feasibility Work***

The primary task of the feasibility work is to develop schematic design, a scope of work, and cost estimate for the project that meets the goals of the owner. The selected architect will:

- Attend meeting(s) with Owner and owner's selected consultants to review project feasibility;
- Identify permit requirements and related scheduling projections;
- Prepare preliminary outline specifications for cost estimating and develop cost estimates **in order to meet Phase I Construction Completion date.**

Time is of the essence as all improvements for the Senior Center Facility and Meals on Wheels must be completed no later than June 30, 2023. The selected architect will be expected to begin work on this project immediately. Predevelopment work will be structured as follows:

- Perform field visit(s) to the sites to become familiar with existing conditions;
- Provide preliminary drawings;
- Draft/final cost estimates, review the cost estimate summary, to be fine-tuned and updated as schematic plan development progresses. Cost estimates are to be revised and available in final form **in order to meet Phase I Construction Completion date.**
- Attend meeting(s) with Owner, to review existing conditions, discuss program, permit requirements, and preliminary layouts; confirm project scope, schedule and preliminary budgets;
- Prepare schematic drawings, including elevations;
- Prepare a final schematic site plan;
- Prepare a location map, identifying surrounding amenities from information provided by the Owner;
- Prepare and distribute meeting minutes' notes based on these design meetings with the Owner;
- Identify permit requirements and estimated costs;
- Prepare outline specification;
- Finalize detailed cost estimates and summarize for the Owner;
- Provide project scope descriptions.

### **Design Development, Construction Documents, Bidding, Construction Administration/Management:**

If the project is deemed feasible (including environmental clearance) by the Town, the Town expects to extend the contract with the selected Architect for the final design development, construction documents, bidding and negotiation, and contract administration/management phase.

- Attend meeting(s) with Owner, other consultants, funders and regulators to refine design and resolve conflicts;

- Solicit and obtain proposals from mechanical, electrical, civil, fire protection and structural engineers (as required) to be reviewed by both the architect and the Owner. Architect and Owner will select engineers for the project; the engineers will have a subcontract with the Architect;
- Obtain all necessary permits;
- Prepare a complete code and permit review;
- Produce drawings and information for local and state regulators, as required, including site plan; typical floor plans and building elevations;
- Complete required local permit applications (if needed) & attend local hearings;
- Meet with Public officials to review plans and to resolve design and permit issues;
- Refine and revise the design including further development of structural, mechanical, and electrical improvements;
- Work closely with engineers and consultants to coordinate site and building designs;
- Work to assure energy issues are addressed in the design and planning;
- Produce plans and specifications for review by the Owners. The architect should expect to have multiple design review meetings with the Owner and project design team;
- Assist in the finalization of costs, and value-engineering required;
- Perform construction administrative/management duties.

***Project Schedule:***

The selected architect must be able to begin the work immediately as of the selection/notice to proceed; which is expected to be within a week of the deadline for proposals.

**Optional Site Visit (meet at Benn High Cafeteria Entrance)**

**April 18, 2022 at 10:00 am**

Architect proposals due:

April 29, 2022 by 2:00 PM

Pre-development work commences:

No Later Than May 7, 2022

Pre-development work completed:

No Later Than June 15, 2022

Cost estimate complete:

No Later Than June 15, 2022

Final designs development complete:

No Later Than July 29, 2022

**Phase I -- Construction Start:**

No Later Than August 29, 2022

**Phase I -- Senior Center & Meals on Wheels Construction Complete:**

No Later Than June 30, 2023

**The above project schedule is a desired project schedule. Given the current project development, design, and construction environment the schedule may not be feasible, architect firms are encouraged to propose alternate project schedules to ensure Phase I completion no later than June 30, 2022.**

***Proposal Submission Requirements:***

Please provide the following information. For the purpose of evaluating proposals, please assume a construction cost of \$ 4,000,000.00

- Responses to this RFP shall not be more than 20 pages in length (10 each double sided or 20 each single sided pages). Please provide a total of 5 copies of the submittal packet.
- Letter of interest including key personnel in your firm who would be working on this project, and the design experience of those individuals on projects of similar nature;
- Firm resume and brochure, including photos and descriptions of relevant completed projects;
- Three references of recent completed similar projects;
- Not-to-exceed price for all pre-development work;
- Not-to-exceed price for reimbursable expenses;
- Percentage mark-ups for consultants/engineers;
- Professional liability insurance coverage with an annual aggregate of \$2,000,000 and \$1,000,000 per occurrence will be required if we move forward with the AIA contract for design services. Please provide proof of insurance;
- Indicate your firm's availability for start- up, and commencement and completion dates;
- Percentage of construction price for full architectural services that includes:
  - Design Development
  - Construction Documents
  - Bidding and Negotiation
  - Construction Administration/Management

Responses to this RFP must be received per the schedule outlined in Paragraph 1 on page 1 of this RFP. Proposals must be submitted in a sealed envelope in print format either via mail or dropped off in person at the Town Office:

Town of Bennington  
Attn: Paul T. Dansereau, Director of Facilities  
PO Box 469  
205 South Street  
Bennington, Vermont, 05201

Additional requirements are as follows:

- i. Applicants are solely responsible for ensuring their proposals arrive on time.
- ii. Faxed proposals will not be accepted.
- iii. Late replies will not be considered

Please direct all questions via email to Paul Dansereau, Town of Bennington Director of Facilities, at [pdansereau@benningtonvt.org](mailto:pdansereau@benningtonvt.org).

Minority-owned, women-owned and locally-owned businesses are encouraged to apply, and if applicable, should identify themselves as such.

### ***Terms & Conditions***

The Town of Bennington reserves the right to accept or reject any or all proposals, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the Town of Bennington will be final. The Town of Bennington reserves the right to

request clarification of information submitted and to request additional information of one or more respondents. This solicitation in no way obligates the Town of Bennington to award a contract.

The Town of Bennington is an Equal Opportunity Employer.

**END OF RFP**