

Town of Norwich

REQUEST FOR QUALIFICATIONS SPACE NEEDS ANALYSIS

OVERVIEW

The Town of Norwich, Vermont is requesting statements of qualifications (SOQ) and cost proposals from qualified architectural design firms to perform a condition and needs assessment for Tracy Hall, the community's town hall. The selected firm will work with Town of Norwich staff and decision makers to identify needs and develop options that deliver highly functional workplaces and appropriate space for various community activities and programs. Plan options must give flexibility to adapt to future needs for at least the next 20 years. The consultant will provide an assessment of space needs, concept plan(s), cost estimating and project phasing. It is essential that the study be conducted in a transparent manner and involve town staff and other building users to the degree appropriate.

Applications may be made by sole practitioners or firms. The Town anticipates the services to begin on or around August 22, 2022. Interested architects or firms are invited to submit their qualifications and costs for the provision of these services no later than the deadline (see below). Cost information (i.e., rates and fees) must be submitted separately.

BACKGROUND

Tracy Hall located in the historic Norwich village serving was constructed between 1938 and 1939 using a combination of federal funds through the Public Works Administration (PWA) and the estate of James Tracy, for whom the building is named. It is a contributing building in the Norwich Village National Register Historic District. The structure has a footprint of approximately 6,000 square feet and comprises offices, gymnasium, and public meeting rooms. The building currently accommodates eight (8) full-time staff and six (6) part-time staff. Significant upgrades including the addition of an elevator occurred in the early 1990s.

Increased demand for office space, meeting prevailing indoor air quality standards and improving energy efficiency are the key requirements this study will address.

SCOPE OF SERVICES

The scope of work involves the following:

Space Needs Analysis

Utilizing expected staffing level projections and other relevant facility information provided by town staff and assembled by the selected consultant, the selected firm will produce a space needs analysis report, listed by department or area of service as specified by the town. The analysis will examine the relationship between various departments, areas of service and through suggested alternate floorplans demonstrate how to maximize efficient use of the facility.

The selected firm will determine the condition and deficiencies of Tracy Hall including, but not limited to:

- Structural integrity and energy efficiency
- HVAC and plumbing
- Lighting, electrical and telecommunications
- Storage space
- Meeting space
- Office / workstation space
- Furnishings and equipment
- Accessibility and parking

The selected firm should consider the feasibility of:

- Interior renovations to Tracy Hall to increase usable square footage
- Relocating uses off-site, including an evaluation of centralized versus decentralized service areas on the efficiency of town government operations
- Replacing Tracy Hall with new construction on the same site, including considerations of the current building's status as a contributing structure in a National Register Historic district
- Acquiring another building to be renovated for town office use or other property for construction of a new town office building, including consideration of subsequent uses and/or ownership for Tracy Hall

The selected firm will provide a space needs report that includes a list of projects to address the town's space needs now and, in the future, (a minimum 20-year time horizon should be considered). Each project will include a narrative describing:

- Project scope
- Project need
- Project pros and cons / benefits and challenges
- Estimated cost to include any offsets to be realized by long-term energy efficiency savings
- Recommended timeframe for implementation

SUBMISSION REQUIREMENTS & DUE DATE

A SOQ including three references must be submitted in pdf format via email to Rod Francis, Town Manager at rfrancis@norwich.vt.us

The subject line must read: **Town of Norwich Space Needs Analysis SOQ.**

A cost proposal in pdf format must be submitted in a separate email by 4:00PM Monday June 24, 2022, to rfrancis@norwich.vt.us

The subject line must read: **Town of Norwich Space Needs Analysis Cost Proposal.**

SOQs, cost proposals or amendments received after this deadline will not be considered.

Submission must be received no later than 4:00PM Friday July 22, 2022

Faxed or USPS delivered responses will NOT be accepted

EVALUATION CRITERIA

Statement of Qualifications will be evaluated in the following areas:

1. Firm's/Sole Practitioner's Qualifications and Capabilities: This refers to the qualifications of the firm/sole provider including areas of expertise, and capabilities.
2. Professional Qualifications: Qualifications of the professional(s) assigned to the project.
3. Past Performance: The quality and relevance of recent work of a similar nature completed by the responding firms/sole practitioners.
4. Overall Quality of Submittal: This refers to the clarity and organization of the submittal as well as the completeness of the information.

SELECTION PROCESS

Based on recommendations from the Town Manager the town will offer an award to the chosen firm. The Town anticipates making the award no later than [date].

DISCLAIMERS

1. Those submitting SOQs do so entirely at their own expense. There is no express or implied obligation by the Town of Norwich to reimburse any entity or individual for any costs incurred in preparing or submitting of proposals, preparing or submitting additional information requested, or participating in any selection interviews.
2. The Town of Norwich reserves the right to withdraw this Request for Qualifications, to accept or reject any or all statement of qualifications, to advertise for new statement of qualifications if it is in the best interest of the Town to do so, and to award a contract as deemed to be in the best interest of the Town.

INFORMATION

All questions related to this Request of Qualifications will be emailed to Rod Francis, Town Manager.
rfrancis@norwich.vt.us