

REQUEST FOR PROPOSAL

Town of Norwich Tracy Hall Improvement Study

ISSUE DATE: July 24, 2023 (Revised August 28, 2023)

QUESTIONS DUE BY: September 7, 2023 4:00 pm

DUE DATE and TIME: September 14, 2023 4:00 pm

Request for Proposals:

The Town of Norwich, Vermont is seeking a qualified consultant to provide guidance on potential improvements to the Tracy Hall (Town Hall) facility.

Scope and Background:

The Town of Norwich, like many similar municipalities, is facing a challenge in envisioning how its well-loved historic Town Hall (Tracy Hall, 300 Main Street, Norwich, VT) can remain functional, affordable, and energy efficient.

Several prior studies, mainly focused on energy use and conservation, have been recently conducted, and now the Town's leadership is interested in contracting with a professional consultant who can help guide a comprehensive planning process and ultimately provide meaningful and realistic options for the facility.

Proposal Information:

Proposals are due no later than 4:00 pm September 14, 2023.

Questions shall be directed in writing to Brennan Duffy, Interim Town Manager, PO Box 376, Norwich, VT 05055 or bduffy@norwich.vt.us

In order to be considered responsive to this RFP, each proposal shall conform to the following requirements. The Consultant shall:

Submit an electronic copy via email to bduffy@norwich.vt.us by the date stipulated above.

The proposal shall be clear, concise and brief, limited to a maximum of 20, 8½” x 11” pages.

If any of the above requirements are not met, the proposal may not be considered.

Proposal Expectations and Requirements

Proposals will be evaluated based on responsiveness to the RFP. Successful Consultant must demonstrate that they have the organization, experience, technical skill, equipment, financial resources, and proven ability to provide the services required.

The Proposal should demonstrate that the Consultant understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the Consultant to supply the required services must be demonstrated.

In order to assist in the evaluation process, please include the following information in the technical proposal:

A. Cover Letter

B. Statement of Qualifications

1. Contact Information - List the name of the firm, address, contact person, phone number, and e-mail address.

2. Professional Qualifications – List the names of the principals of the firm and the qualifications of the project manager and key staff assigned to the project

3. Firm's Capabilities - Briefly describe three similar projects, which your firm has completed in the past three years. List the members of each project team and the role played by each member. Please provide references for each project.

C. Methodology

Please provide a detailed explanation of how your firm would approach the work. It may include a description of tasks, products, milestones, and timetables. Task descriptions should fully discuss the steps to be followed in carrying out the work. Sufficient detail should be presented to show a clear understanding of the work and the proposed approach. A timetable should accompany the work description showing the expected sequence of tasks and resource requirements.

D. Cost

Provide a cost proposal and composite schedule by task and total project cost.

Town Rights:

The Town reserves the right to negotiate the scope of work and the contract lump sum with any and all firms that submit a proposal.

All proposals become the property of the Town upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the proposer. Revisions to the request for proposal will be posted on the Town website. The Town of Norwich reserves the right to modify any technical and submission requirements associated with this request for proposals. The Town of Norwich reserves the right to reject any or all proposals or to award contracts in whole or in part, if this is held to be in the Town's best interest.

All plans, data, reports, and materials, in digital and hard copy form, used or created for this project will be delivered to and become the property of the Town upon completion.

Scope of Work:

As envisioned, the project would include two main sections.

1. Establish goals for the project.
2. Create design options to meet those goals.
 1. In order to establish goals for the project, the consultant would:
 - Conduct a thorough physical assessment of the building including taking measurements to create base building plans.
 - Engage with any necessary consultants to assess specific building components (this may include a Mechanical, Electrical and/or Structural Engineer).
 - Meet with user groups, such as Town Staff, Selectboard Members and members of the public to better understand issues with the building.

The deliverable for this phase would be a written report supplemented by existing plan drawings as well as diagrams of desired spaces and uses.

2. In order to create design options for the project, the consultant would:
 - Create schematic drawings that illustrate the goals of the project established in Phase 1.
 - Develop a variety of options for the Selectboard and or the Town to choose from (good, better, best).

The deliverable in this phase would be plan drawings, with notes and narrative descriptions of the proposed work that would allow the Town to engage with a Professional Estimator or Contractor in order to create an Estimate of Probable Cost for the proposed options.

After an option has been selected, another RFP would be posted for full design and construction phases services.