

**NOVEMBER 30, 2020
TOWN OF WILMINGTON, VERMONT
PUBLIC SAFETY FACILITY PROJECT**

REQUEST FOR PROPOSALS (RFP) FOR CONSTRUCTION SERVICES

I. PROJECT BACKGROUND

The Town of Wilmington, through its Selectboard, Town Manager and Public Safety Facility Committee (collectively ‘the Town’), requests proposals from qualified general contractors for the construction of the Wilmington Public Safety Facility, located at 40 Beaver Street, Wilmington, Vermont. The scope of services shall include: insurances, permits, site work, construction, code-compliance and commissioning of the new Facility, designed to meet the Town’s needs for the next 50 years. It is the intent of the Town to select a firm by January 14, 2021. Permitting and site work is expected to begin in the spring of 2021 with Facility completion and commissioning by June 30, 2022, subject to voter approval of a bond at Town Meeting 2021.

Flooding from Tropical Storm Irene devastated the Village of Wilmington on August 28, 2011, including the then and current Fire and Police Departments facilities. Relocating these two critical emergency services to a location above the flood plane is an imperative for the Town and is the primary driver behind this project. 21st century requirements of police and fire departments also compel the Town to modernize and improve safety in the facilities required by the Town police and fire departments.

The Select Board has established the Public Safety Facility Committee and created a charge to manage the process to build a new Public Safety Facility, suitable for the needs of the Town for the next 50 years. It is the Town’s highest intention to contract and partner with a highly qualified and experienced general contractor to make this project a success.

The Town of Wilmington owns the plot of land in the center of the Village at 40 Beaver Street, Wilmington, VT that is planned for construction of the new Wilmington Public Safety Facility. The site is 1.5 acres. This site formerly contained the old highway garage but has been bare, except for 2 barns since 2012. Both past and current committees have recommended this site for the new Public Safety Facility and the Select Board and voters have agreed because the site 1) is central for deployment of personnel, 2) is accessible by volunteer fire fighters, 3) has municipal water and sewer present on site, 4) is sufficient to fit both fire and police departments, 5) is already owned by the Town, and 6) maintains police presence in the Village.

This RFP complements the bid documents issued by NBF Architects from Rutland, Vermont. We thank you in advance for your expressed interest in this project and look forward to your proposals. All prospective bidders attending shall adhere to all requirements of any COVID-19 Order of Governor Phil Scott currently in effect.

A pre-bid site visit for **prospective bidders will be held Friday, December 4, 2020 at 11:00 am at 40 Beaver Street, Wilmington, VT. Please confirm your intent to attend with an email to Casey Gecha @ NBF Architects: cgecha@nbfarchitects.com**. Electronic Plans and Specifications are available from NBF Architects, email Casey Gecha, cgecha@nbfarchitects.com. Address questions to Casey or Ralph Nimtz, rnimt@nbfarchitects.com.

II. PROJECT SCHEDULE

The intended project schedule is as follows:

RFP issued for public bid	November 30, 2020
Pre-Bid Site Visit	December 4, 2020 (11:00am EST)
RFP Due Date & Bid Opening	December 24, 2020 (10:00am EST)
Bid Review, Interviews & Selection of Recommended Bidder	December 2020 / January 2021
Review with Selectboard & Confirm Preferred Bidder	January 14, 2021(6:00pm EST)
Town Meeting Vote	March 3, 2021
Notice of Bid Award, subject to voter approval of bond	March 2021
Contract complete between General Contractor and Town	April-June 2021
Groundbreaking	April-July 2021
Project Completion Deadline	June 30, 2022

III. RESPONSE FORMAT

Responses to this RFP should consist of the following:

1. **Cover letter.** Brief letter expressing the firm's interest in and qualifications for the project. Please include identification of the principal individuals that will be assigned to the project.
2. **Narrative.** Description of the general approach to be taken toward completion of the project, a proposed schedule that indicates project milestones and overall time for completion, and an explanation of any variances to the proposed scope of work as outlined in the RFP and bid documents.
3. **Fixed Price for the following:**
 - A. **Contracting.** Include time, legal services and any other costs associated with contracting with the Town of Wilmington.
 - B. **Insurance.** General contractor and their sub-contractors are required to provide all necessary insurances to protect all staff onsite and ensure the delivery of this project to completion by June 30, 2022.
 - C. **Project Schedule.** Provide a draft construction schedule with milestones and milestone billing.
 - D. **Permitting.** Owner shall secure and pay for the municipal building permit and Vermont Department of Public Safety, Division of Fire Safety building permit; health and environmental impact fees due to sewer connections, and zoning regulation fees and permits. The Contractor shall schedule, secure and pay for all other permits, work notices, governmental fees, licenses and inspections necessary for proper execution of and completion of the Contract which are legally required when bids are received or negotiations concluded. The Contractor shall hold the Owner and Architect harmless from fines and penalties arising from the failure to schedule, secure and pay for all other permits and governmental fees, licenses and inspections. Do not begin construction without notification of authorities having jurisdiction.
 - E. **Construction.** Provide lump sum bid for construction of this project per plans and specifications from NBF Architects.
 - F. **Demolition and Removal.** Provide separate lump sum bid for demolition and removal of two (2) barns on the property.

- G. **Site Meetings.** Conduct site meetings at least bi-weekly to review progress, billing, planned work ahead and any issues that arise during construction. Meetings shall be held onsite if allowable or virtually (via Zoom or similar technology), if necessary.
- H. **Submittals.** All phases of construction shall be preceded by mandatory submittals that will be reviewed for compliance with the plans and specifications.
- I. **As-Built Drawings.** As-built drawings shall be provided for all electrical and mechanical systems.
- J. **Owner Training & Manuals.** Prior to completion of the project, provide owner training for all electrical and mechanical systems furnished as part of this project. Two (2) print copies and an electronic copy of Owner manuals shall be provided for all electrical and mechanical systems furnished as part of this project.
- K. **Maximum Cost.** Will the proposal include a maximum charge to the Town and if so what will be that maximum and what, if anything, will it not cover?
- L. **COVID-19 Impacts.** All proposals shall address any anticipated potential impacts of COVID-19 on the project.
4. **References.** Please provide two (2) customer references. The committee is particularly interested in municipal project references within a 75-mile radius of Wilmington, VT and suitable for possible site visit(s).

IV. SELECTION CRITERIA

Proposals will be reviewed at a to be determined designated time and date, in the time frame set forth in the project schedule above in the presence of one or more witnesses and a register of all applications will be prepared. All electronic and paper proposals shall be unsealed at this time. The proposal opening shall not be open to the public, and the contents of the proposals shall be kept confidential until the evaluation process is complete. Finalists may be interviewed as part of the evaluation process. After the evaluation and interviews are completed a contract may be awarded to the general contractor submitting the proposal most favorable to the Town of Wilmington.

The general contractor selection will be made by the Town of Wilmington Select Board, upon recommendation by the Town of Wilmington Public Safety Facility Committee. The proposal will be evaluated considering the following weighted criteria:

Criteria	Maximum Weight	Points	Weighted Total
1. Understanding the Scope of Work	5	5	10
2. Past Performance on Similar Projects	5	5	20
3. Total Cost	5	5	30
4. References	5	5	20
5. Proposed schedule	4	5	20
6. Qualifications/Experience of Proposed Staff	4	5	20
7. Knowledge of Project Area	3	5	15
8. Availability of Technical Disciplines	3	5	20

V. SUBMISSIONS

Submissions are due by Thursday December 24, 2020 10:00 am EST. Proposals and/or modifications received after this time will not be accepted or reviewed. No exceptions will be made. To be considered, proposals must be submitted electronically, in password protected PDF format via email to Jessica DeFrancesco, Town of Wilmington Administrative Assistant, jdefrancesco@wilmingtonvt.us. The email subject line should be 'Wilmington Public Safety Facility Bid [insert your firm name]'. Passwords for the PDF bids should be sent separately to Town Manager Scott Tucker, stucker@wilmingtonvt.us, with the same subject line and the addition of "Password." Please allow adequate time for large electronic files to be sent and received.

Ten (10) printed copies of proposals must be sent to:

Jessica DeFrancesco, Town Administrative Assistant
PUBLIC SAFETY FACILITY PROJECT
PO Box 217, 2 East Main St
Wilmington, VT 05363

Electronic Plans and Specifications are available from NBF Architects, email Casey Gecha, cgecha@nbffarchitects.com. Address questions to Casey or Ralph Nimtz, rnimtz@nbffarchitects.com.

Printed proposals must also be submitted in sealed envelopes clearly marked **PUBLIC SAFETY FACILITY PROJECT SEALED PROPOSAL**. Proposals should be printed on double-sided and recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

Upon submission all proposals become the property of the Town of Wilmington. The expense of preparing and submitting a proposal is the sole responsibility of the contractor. The Town of Wilmington reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP in the best interest of Wilmington. This solicitation in no way obligates the Town of Wilmington to award a contract.

During the evaluation process, the Town of Wilmington reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from proposing firms. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town of Wilmington reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals.

The Town has the right to disclose all information contained in the proposals after an award has been made. All reports, documents and materials developed by the consultant for this project shall be considered public information; shall be provided pursuant to any public record request; and shall be the property of the Town of Wilmington. Questions regarding this request for proposal should be directed to: Jessica DeFrancesco, Town Administrative Assistant.

Compliance with Law – The selected consultant shall comply with all applicable federal, state, and local laws and regulations in the performance of service.

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If any addenda are issued to this request for proposals, they will be made available on the Town of Wilmington website. However, it shall be the sole responsibility of those offering proposals to contact the Town Public Safety Facility Committee prior to submitting their proposals to determine whether any addenda have been issued.

VI. CONTRACTING

The Contractor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, Business Services Division, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://sos.vermont.gov/corporations/>. The contract will not be executed until the Contractor is registered with the Secretary of State's Office. The successful Contractor will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

Prior to beginning any work, the Contractor shall obtain Insurance Coverage in accordance with the latest version of International Building Code for new construction. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If any entity that submitted an RFP, within the parameters as set forth above, wishes to appeal the decision of the RFP award, they may appeal in writing to the Town of Wilmington Town Manager, Scott Tucker, PO Box 217, Wilmington, VT 05363; stucker@wilmingtonvt.us. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. The appeal must set forth with specificity the reasons why the award is being appealed. Any decision of the Town Manager is final.

INSURANCE REQUIREMENTS AND INDEMNIFICATION

Certificate of Liability Insurance in the minimum amount of \$2,000,000 per occurrence and \$4,000,000 Aggregate (certificate should name the Town of Wilmington as an additional insured for the work the contractor will be doing). Professional Liability Insurance Coverage for \$2,000,000 Each Occurrence and \$4,000,000 annual aggregate.

STATUTORY WORKERS' COMPENSATION INSURANCE

If Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance, Contractor may provide a fully executed Non-Employee Work Agreement specifying the particular provision of 21 V.S.A §601(14)(F) that exempts Contractor from having to carry such coverage. The Federal W-9 Form will be completed and returned to Town, if applicable. Otherwise, proof of coverage will be required.

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AUTOMOBILE LIABILITY INSURANCE

Contractor must carry automobile insurance covering all owned vehicles and non-owned vehicles used by the Contractor with policy limits of not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate for bodily injury, death of any person, and property damage arising out of the ownership, use, and maintenance of the vehicles herein specified.

BUILDERS RISK

Contractor shall include the cost of an “all-risk” builders risk policy that covers and protects the interests of the Contractor, Town of Wilmington, subcontractors, engineers, architects, and related parties as part of this proposal.

BONDS

Contractor shall provide a payment and performance bond equal to the cost of the project.

EQUAL OPPORTUNITY

The selection of a consultant shall be made without regard to race, color, sex, age, religion, national origin, sexual orientation, gender identity (including gender expression), disability or political beliefs, or reprisal or retaliation for prior civil rights activity. The Town of Wilmington is an Equal Opportunity Employer and encourages proposals from qualified minority and women-owned businesses.