

**February 25, 2021**  
**TOWN OF WILMINGTON, VERMONT**  
**PUBLIC SAFETY FACILITY PROJECT**

**REQUEST FOR PROPOSALS - CLERK OF THE WORKS/TOWN REPRESENTATIVE**

**I. REQUEST FOR PROPOSAL**

The Town of Wilmington (Town) requests submissions of Qualification Statements and Salary Requirements for the position of Clerk of the Works/Town Representative for new construction of a proposed Public Safety Facility (PSF), located at 40 Beaver Street, Wilmington, Vermont. The Town of Wilmington seeks to create a list of qualified persons for final selection for this position. Voters must approve this \$5.5M project for the Town to move forward with construction; the vote is scheduled for March 2, 2021, via Australian Balloting. Therefore, selection of a Clerk of the Works/Town Representative is conditional, upon voter approval.

**II. PROJECT BACKGROUND**

The Town, through its Selectboard, Town Manager and Public Safety Facility Committee, requested proposals from qualified general contractors for the construction of the Wilmington Public Safety Facility. The scope of services shall include: insurances, permits, site work, construction, code-compliance and commissioning of the new Facility, designed to meet the Town needs for the next 50 years. Through this process, the Town selected BreadLoaf Corporation as the general contractor. 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 Department facilities. Relocating these two critical emergency services to a location above the floodplain is imperative for the Town and is the primary driver behind this project. 21<sup>st</sup> 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 Selectboard 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 fifty-years. It is the Town's highest intention to contract and partner with a highly qualified and experienced architect, general contractor and Clerk of the Works/Town Representative 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 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.



(802) 464-8591 (Voice)  
(802) 464-8477 (FAX)

[www.wilmingtonvermont.us](http://www.wilmingtonvermont.us)

The project architect is NBF Architects from Rutland, Vermont. NBF completed the feasibility and design phases, in addition to the construction bid documents. We thank you in advance for your expressed interest in this project and look forward to your proposals.

**III. CONSTRUCTION PROJECT SCHEDULE**

The intended project schedule is as follows:

Town Meeting Vote	March 2, 2021
Notice of Bid Award, subject to voter approval of bond	March 3, 2021
Contract completed between General Contractor and Town by	April 30, 2021
Groundbreaking	April-May 2021
Project Completion Deadline	April-June 30, 2022

**IV. CLERK OF THE WORKS/TOWN REPRESENTATIVE SELECTION SCHEDULE**

March 11, 2021, by 12:00 PM	Proposals Due
March 11, 2021, at 2:00 PM	Bid Opening
March 11, 2021	Notification of Interview Times
March 15 – 19, 2021	Interviews and Selection

**V. RESPONSE FORMAT**

Responses to this RFP should consist of the following:

- **Cover letter.** Brief letter expressing the firm’s interest in and qualifications for the project. Please include identification and qualifications of the principal individuals who will be assigned to the project.
- **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.
- **Insurance.** Clerk and any sub-contractors are required to provide all necessary insurances.
- **Services.** The Town intends to select a Clerk of the Works to oversee new construction of the Wilmington Public Safety Facility. The Public Safety Committee will interview qualified applicants after reviewing qualification packages and checking references. Final selections will be made after interviews. The Clerk shall be an individual competent in the building trades and one with experience with a process and project of this size. This individual must have a good record of providing past clients with reliable, professional service. The Clerk shall be responsible for advising the Town during the construction and completion of the Project in accordance with the Construction Documents and to notify the Town of any changes during the construction project. He or she must be knowledgeable in construction methods and materials and have excellent communication and organizational skills.

1. As part of his/her responsibility on this project, the Clerk of the Works shall:

- A. Attend weekly construction meetings.
- B. Advise and assist the Contractor’s Representative(s) in understanding the intent of the Construction Documents.

- C. Attend and report to the Town on conferences and meetings regarding the Project as directed by the Town.
- D. Maintain orderly files for correspondence, meeting minutes, shop drawings, job drawings, change orders, testing agency reports and all original Contract Documents.
- E. Make on-site observations and spot-checks of the work in progress as a basis for determining conformance of work, materials and equipment with the Construction Documents and promptly report any defective work to the Town. Keep a photographic log of each construction day at the site, taking photos of key construction details and labels of products used on site.
- F. Obtain from the Town additional information if required for completion of the Project as specified in the construction documents.
- G. Familiarize oneself with standard or reference specifications referred to in the Project Specifications.
- H. Consider and evaluate suggestions or recommendations which may be submitted by the Contractor to the Architect and report them with recommendations to the Town for final decision.
- I. Be alert to the construction schedule and to conditions which may cause delay in completion and report it to the Town.
- J. Maintain liaison with the Contractor and all Subcontractors on the Project only through the Contractor's Superintendent.
- K. Summarize daily activities in weekly reports (minimum requirement). Forward reports electronically to GC, Town and Architect.
- L. Advise the Town in advance of the schedules of tests which are required by the Construction Documents, and observe whether tests are actually conducted.
- M. Observe if Inspectors representing local, state or federal agencies having jurisdiction over the Project visit the site, accompany such Inspectors during their trips through the Project, record and report to the Town the results of this process.
- N. Record names, addresses and telephone numbers for all contractors, and Subcontractors.
- O. Receive samples which are required to be furnished at the site, record date received and from whom and notify the Town of their readiness for examination. Record approval or rejection and maintain custody of approved samples.
- P. Review the applications for payment submitted by the Contractor and forward them with recommendations to the Town for disposition.
- Q. After Substantial Completion check each item requiring correction as it is corrected.

- R. Keep a log book recording the hours on site, weather conditions, lists of visiting officials and jurisdiction, daily activities, decisions, general observations and specific observations regarding observing test procedures.
  - S. Create job-tracking reports with use of charts, graphs and schedules as required.
  - T. Review procedures associated with Contractor's construction waste recycling program.
  - U. Perform other duties as assigned.
  - V. Advise Town as to which if any duties of Clerk or processes being used regarding the Project cause or contribute to inefficiencies detrimental to timely and prudent completion of the Project. Town has absolute discretion regarding acceptance and disposition of this advice.
2. The clerk position is estimated to be 20 hours per week (spread over 5 business days) until project completion; submit expected schedule of work plan. The Town will review Proposals for services that differ from the above requirements, provided an explanation of why the services are being reduced or expanded.

- **Requirements and Selection Criteria**

All information in this section needs to be documented; additional information may be submitted as well.

Qualification Statements should address the following:

Experience

Include a list of previous projects that you have served as Clerk of the Works with particular emphasis on similar size and type projects. Include Type, Size, Cost and Contact information for each project. Contact Information shall include Town, Contractor and Architect for each project.

If applicable, include experience in other construction-related employment.

Professional / Trade Group Affiliations

References (see Experience above)

Workload and Availability

List current employment responsibilities and their demands.

Indicate date of availability for this project.

Fee Expectations

- a. Your proposed fee schedule should be based on 20 hours per week during the construction period (see project schedule above). Assume a weekly on-site construction meeting, or as otherwise requested by the Town or Contractor.

Assume the Town will need support in pre-construction readiness and project close-out. These portions of the work will be on an hourly basis.

Assume pre-construction Public Safety Facility Committee/Architect meetings and post-construction meetings are anticipated.

Mileage to be included in proposed base fee.

- If additional trips to the job site or meetings requested by the Town indicate rate \$\_\_\_/mile.
- If additional services are requested by the Town indicate your rate \$\_\_\_/hour.
- General reimbursable expense \_\_\_\_\_, if not included in salary expectations (photocopies, printing etc.).

The candidate should assume the fee request will be modified if the construction period is increased or decreased.

Computer skills and proficiencies.

Other requirements.

A. In addition, the successful applicant:

- Must have dependable transportation to site.
- Possess strong organizational and communication skills and demonstrate ability to keep records for a project of this size and scope.
- Demonstrate effective leadership abilities.
- Computer skills/email required for daily logs, weekly reports, and general email communication between all parties.
- Provide proper, timely service to the Town and as such, be easy to get in touch with, agreeable to working with staff on various concerns, be accommodating and exhibit a sense of urgency, when appropriate.
- Display good professional work habits, written documentation skills, effective time management skills, verbal and written communication skills and scheduling skills.
- Display good administrative and mathematical skills with willingness to handle administrative matters and paperwork.

B. Additional Information:

- Please provide any additional supporting information that you feel best represents your abilities to meet the particular project challenges identified in the description of the project above.

C. **COVID-19 Impacts.** All proposals shall address any anticipated potential impacts of COVID-19 on the project.

D. **References.** Please provide two (2) customer references. The committee is particularly interested in references for work similar to this project with respect to public safety facility, size and scope.

**VI. SELECTION CRITERIA**

Proposals will be reviewed as closely as possible 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. The proposal openings will take place at the Wilmington Public Safety Facility Committee’s regularly scheduled meeting on March 11, 2021, at 2:00 PM. Finalists may be interviewed as part of the evaluation process. After the evaluations and interviews are completed a contract may be awarded to the clerk submitting the proposal most favorable to the Town of Wilmington.

The Clerk of the Works/Town Representative 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	25
2. Past Performance on Similar Projects	5	5	25
3. Total Cost	5	5	25
4. References	5	5	25
5. Ability to meet proposed schedule	5	5	25
6. Qualifications/Experience of Proposed Staff	4	5	20
7. Knowledge of Project Area	4	5	20
8. Availability of Technical Disciplines	4	5	20

**VII. SUBMISSIONS**

**Submissions are due electronically by Thursday, March 11, 2021 12:00 PM EST (noon).** To be considered, proposals must be submitted electronically, to Jessica DeFrancesco, Town of Wilmington Administrative Assistant, [jdefrancesco@wilmingtonvt.us](mailto:jdefrancesco@wilmingtonvt.us). Any questions may be sent via email as stated. The email subject line should be ‘Wilmington PSF – Clerk Works Bid’ [insert your firm name]’. A reply will be sent indicating receipt.

In addition, the original and one copy sealed Qualification Statement and Proposal addressed to: Jessica DeFrancesco, Administrative Assistant, PO Box 217, 2 E. Main St., Wilmington, VT 05363 must be received no later than 12:00 PM (noon), March 15, 2021, mailed or in-hand, on condition that the electronic version is received by Thursday, March 11, 2021 at 12:00 PM EST (noon). Clearly mark your sealed envelope/package as **“Wilmington Public Safety Facility – Clerk Works Bid”**.

Electronic Plans and Specifications are available from NBF Architects, email Casey Gecha, [cgecha@nbfarchitects.com](mailto:cgecha@nbfarchitects.com). Address any NBF questions to Casey or Ralph Nimitz, [rnimitz@nbfarchitects.com](mailto:rnimitz@nbfarchitects.com).

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.

#### **VIII. SELECTION PROCESS**

Based on the review and evaluation of submitted qualifications statement a short list of candidates will be developed by the Public Safety Facility Committee, with interviews expected March 15 – 19, 2021. Finalists will be notified of the time of their interview on March 11<sup>th</sup> or shortly thereafter. Candidates will be notified of their status after all interviews have been completed.

#### **IX. 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 award, they may appeal in writing to the Town of Wilmington Town Manager, Scott Tucker, PO Box 217, Wilmington, VT 05363; [stucker@wilmingtonvt.us](mailto: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.

**X. INSURANCE REQUIREMENTS AND INDEMNIFICATION**

Certificate of Liability Insurance in the minimum amount of \$3,000,000 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 \$3,000,000 Each Occurrence and \$4,000,000 annual aggregate.

**XI. 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.

**XII. 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 Township, use, and maintenance of the vehicles herein specified.

**XIII. EQUAL OPPORTUNITY**

The selection of a consultant shall be made without regard to race, color, sex, age, religion, national origin, sexual orientation, or political affiliation. The Town of Wilmington is an Equal Opportunity Employer and encourages proposals from qualified minority and women-owned businesses.