

**Town of Georgia
Town Highway Garage Project
Request for Proposals for
Project Manager Services**

Dec. 19, 2019

I. BACKGROUND

The Town of Georgia (The Town) is soliciting competitive proposals from qualified consultants to perform duties as the Town's Project Manager (PM) for the duration of the Georgia Garage Construction Project. The current Highway Department facilities are located on Plains Road and in need of replacement. Town officials desire to relocate a new highway garage adjacent to the current facility on 5.4 acres of Town-owned land in Georgia Center. The Town is seeking construction cost estimates based on a conceptual plan. The Town plans to seek voter approval for the project in November 2020.

II. PREVIOUS WORK COMPLETED

A Town of Georgia Conditions of Facility Report dated May of 2018, was prepared by VIS Construction Consultants for the Town and is available for review during the preparation of proposals for this RFP. This highlights the condition of the current garage. An updated survey of the 5.4-acre building site is also available. A wastewater concept design and state wastewater system and potable water supply permit has been awarded by the Vermont DEC in November of 2019. The proposed wastewater system was engineered by Cross Consulting. A Town subdivision was granted by the Georgia Planning Commission in November 2019. All paperwork is available.

III. SCOPE OF WORK

The Scope of Work for the PM will be broken into three phases as follows:

Phase 1: The purpose of the first phase of work will be to perform the necessary duties to reach a schematic level design and estimate to present to the voters in November 2020. The Project Manager's scope of work during this phase will consist of, but not limited to:

1. Review available existing information.
2. Meet with Town Officials and the Garage Oversight Committee to review the requirements / needs of the Town. Assume a total of (6) meetings.
3. Prepare and distribute an RFP to reputable architectural and/or engineering firms for the development of construction documents.
4. Provide an SD level cost estimate based on the schematic level designs as well as the Town's scope of work to evaluate the reasonableness of potential bids.
5. Assist Town Officials in developing a list of alternates or value engineering options if initial SD estimate is above budget.
6. Assist Town Officials in developing informational items to present to residents ahead of bond vote.

Phase 2: If the bond vote is approved in November 2020, the Town will move forward with the second phase consisting of completing design and bidding. The Project Manager scope of work during this phase will consist of, but not limited to:

1. Meet with Town officials and design team members to further develop design from current schematic level through design development, and finally construction documents stages.
2. Prepare estimate and schedule updates at DD and CD levels.
3. Perform (1) constructability review of design documents with the design team to prevent cost impacts during construction from design coordination issues or lack of information/design details.
4. Research and file all necessary permits on behalf of the town with exception of trade permits.
5. Drafting and issue an RFP for construction services to reputable contracting firms.
6. Facilitate bid process by managing all bidder questions or RFIs, perform any necessary site visits, ensure adequate bidder interest/submissions, issue supplemental instruction, etc.
7. Prepare a bid analysis report, and bid tabulation as well as a recommendation indicating which contractor the PM feels is the most responsive and responsible bidder, and best meets the needs of the Town.
8. Facilitate a value engineering process if the project bids come in over the town's approved budget.

Phase 3: If the bids are received under the approved budget, the project will move to the third phase consisting of construction and close out.

1. Act as Owner's representative during construction phase by taking over as direct contact.
2. Perform daily site visits to review progress with selected contractor.
3. Provide updates on cost, schedule, and overall progress to the Selectboard and Town Administrator. Reach out when Owner decisions are needed by outlining the issue, proposed options, and the impact of each option.
4. Ensure all information needed by the contractor is being issued on a timely manor by both the Owner and design team.
5. Involved in RFI and submittal review process.
6. Track monthly requisitions and evaluate for accuracy. Create anticipated monthly billing/drawn down schedule based on overall construction schedule.
7. Perform quality assurance/quality control on site by ensuring all materials and methods of construction are as specified in the contract documents.
8. Assist or take lead on Owner related items of responsibility, such as but not limited to: scheduling utility connections, materials testing, permit close out, etc.
9. Confirm project closeout is complete and all O&M and As-builts are accurate and complete.

The Town is requesting all submissions to this RFP to include separate values for each of the three phases noted above. Although it is the Town's intent to move forward with all three, there is a chance the project could be rejected or delayed during the process in which the PM will only be compensated for the scope completed to that point based on the submitted pricing schedule. Also, although it is the Town's intent to retain the same PM for the duration of all phases, the Town does serve the right to change PMs if at any point officials feel it is in the best interest of the Town.

The Town intends to provide temporary office space for the selected PM during the duration of the project. The selected PM will be required to provide their own computer, cell phone, vehicle, insurance, and all Personal Protective Equipment for the duration of the project.

III. QUALIFICATIONS REQUIREMENTS

All consultants will be required to prepare Technical Qualifications and a Cost Proposal as part of this submission. In order to be considered responsive to this RFP, each submittal must conform to the following requirements. The consultant shall:

1. Submit one (1) copy of the Technical Qualifications (see requirements below). Number all pages consecutively, in a sealed separate package.
2. Submit one (1) copy of the Cost Proposal (see requirements below). Number all pages consecutively, in a sealed, separate package.

IV. TECHNICAL QUALIFICATIONS REQUIREMENTS

Clearly indicate the following on the outside of the Technical Qualifications Proposal:

1. Project name (Town of Georgia Highway Garage: Technical Proposal);
2. Name and address of the consultant.

The Technical Qualification Proposal should demonstrate the Firm/Individual 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 Proposer to supply the required services must be demonstrated.

Consultants will be evaluated on technical expertise and past performance. To assist with the evaluation, the proposer shall provide the following information:

1. Cover Letter. This section should provide a brief introduction along with an overview of the proposer's understanding of the nature of the work and general approach to be taken.
2. Introduction to Consultant's Firm(s). Proposers shall provide the following information relative to their firms. Similar information must be provided for each sub-consultant or each member of a joint venture.
 - a. Firm name and business address, including telephone number and email contact for the proposed project manager.

- b. Year established. Include former firm names and year established, if applicable. Identify the state in which the firm was organized or incorporated.
 - c. Type of ownership, and name and location of parent company and subsidiaries, if any.
 - d. Indication of whether the firm is licensed to do business in the State of Vermont, which is a requirement of this program.
 - e. Number of full-time employees. Part-time employees or consultants routinely engaged by the proposer may be included if clearly identified as such.
 - f. A description of the firm's general qualifications, including experience with similar types projects.
3. Qualification and Experience of Key Staff Members for this Project. Firms shall identify the proposed PM(s) to be assigned to this project and include the function and/or responsibility of each of the identified individual(s). A resume(s) of the proposed PM(s) shall be provided, with emphasis on previous experience in similar projects along with project contacts, i.e., Owner and design team.
 4. References. The proposer shall submit names, addresses, and phone numbers of at least three references familiar with the proposer's ability, experience, and reliability in the performance and management of projects of a similar nature. References shall have experience not only with the firm, but also with the proposed PM in particular.
 5. Confirmation of ability to meet Town's minimum insurance requirements listed below.

V. COST PROPOSAL REQUIREMENTS

The cost proposal should present a table including hourly rates for the proposed PM(s) for the project as well as all other billable expenses including mileage and other typical reimbursable. These rates shall be presented and broken down by direct labor costs per class of labor, overhead cost, and total cost.

Clearly indicate the following on the outside of the Cost Proposal:

1. Project name (Town of Georgia Highway Garage Cost Proposal)
2. Name and address of the consultant

VI. CONSULTANT EVALUATION AND SELECTION

The technical qualifications will be evaluated by the Town's Selectboard and Administrator. The evaluation criteria, with corresponding weight factors, are the following:

- Qualifications of the firm and personnel (including any subcontractors) to be assigned to this project and their experience completing similar projects. (35 Pts.)
- Clarity of the proposal, skills available, and expertise with specific skills. (25 Pts.)

- Demonstration of overall project understanding and knowledge of the local area. (15 Pts.)
- Completeness of submitted proposal with all elements required by the RFP (5 Pts.)
- Cost (20 Pts.)

Following the technical qualifications evaluation, the cost proposal will next be reviewed for consistency and in light of the evaluation of the technical qualifications. The Town reserves the right to seek clarification of any proposal submitted.

VII. TOWN CONTACT

Questions regarding this RFP should be directed in writing to:

Mrs. Amber Baker
Georgia Town Offices
47 Town Common Road North
St. Albans, VT 05478
802-524-3524 ext.205
administrator@townofgeorgia.com

VIII. GENERAL TERMS AND CONDITIONS

The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any or all qualified proposers, to waive any formality and any technicalities, to solicit new proposals, or to cancel in part or in its entirety this RFP if it is in the best interests of the Town. This solicitation of qualifications in no way obligates the Town to award a contract.

Any proposal received after the time specified will be considered a late proposal. Following evaluation of all proposals, the Town may do one or more of the following:

1. Conduct interviews with representatives of one or more of the respondents
2. Select an apparent successful respondent and enter into contract negotiations
3. Establish a competitive range that shall include all respondents that have a reasonable chance of being selected for award based on the proposals, select those proposals that are in the competitive range, and commence negotiations with those respondents, and then invite those respondents to submit best and final offers
4. Reject all proposals if it is determined to be in the best interests of the Town.

Should the Town be unable to negotiate a satisfactory form of contract with the selected finalist(s), then the next highest ranked finalists may be selected and the negotiation process may be repeated.

IX. INSURANCE COVERAGE REQUIREMENTS

The selected design firm shall obtain and maintain in force for the term of the Contract the following insurance coverage. Certificates of insurance evidencing such coverage shall be furnished to the Town of Georgia at the time of signing this Contract. Prior to cancellation of, or material change in, any requisite policy, thirty (30) days written notice shall be given to the Town

through its risk manager. All automobile liability and general liability policies shall include the Town as an “additionally named/insured” by policy endorsement.

1. Automobile Liability (including owned, non-owned, and hired) in an amount not less than one million dollars (\$1,000,000) each occurrence and not less than two million dollars (\$2,000,000) general aggregate.
2. Worker’s compensation and employer liability in accordance with the Worker’s Compensation Act of the State of Vermont for employees doing work in accordance with this Contract.
3. Comprehensive General Liability (including personal injury) in an amount not less than two million dollars (\$2,000,000) per each occurrence and not less than four million dollars (\$4,000,000) in the aggregate.
4. Professional errors and omissions liability insurance in an amount not less than two million dollars (\$2,000,000) each claim and not less than four million dollars (\$4,000,000) in the aggregate.

Subcontractors must comply with the same insurance requirements as the contractor.

X. TIME AND PLACE FOR SUBMISSION OF PROPOSALS

Submissions must be received by **3:00 P.M. Friday, January 10**, and addressed to:

Mrs. Amber Baker
Georgia Town Offices
47 Town Common Road North
St. Albans, VT 05478

Submissions may be hand delivered to:

Mrs. Amber Baker
Georgia Town Offices
St. Albans, VT 05478

Late submissions will not be accepted. If any of the above requirements are not met, the proposal may be rejected.

Submittals should be organized in response to submission requirements and formatted as 8.5 x 11 inch pages. Larger pages folded to 8.5 x 11 inches and pocket inserts are acceptable. At least one reproducible copy must be provided.

Key Dates

RFP Issued: Thursday, Dec. 19, 2019
Proposals Due: Friday, January 10, 2020
Contract Negotiations: Following receipt of proposals

These dates are subject to change at the sole discretion of the Town with reasonable notice given to respondents.