

# Request for Proposals

*ACRPC*

## Project Development Assistance on Energy Retrofits of Municipal Buildings

### Project Summary

The ACRPC seeks architectural services to support the planning and execution of energy efficiency upgrades in municipal buildings.

### Introduction and Background

The Addison County Regional Planning Commission (ACRPC) seeks architectural services to support up to six towns in developing municipal building improvement plans related to the Municipal Energy Resilience Program (MERP) funded by the State office of Buildings and General Services (BGS) through Act 172 (2022). The six towns including Bristol, Orwell, Leicester, Ripton, Goshen, and Whiting have been granted free energy assessments on 22 Municipally owned buildings. These assessments qualify them to apply for an Implementation Grant through the MERP program funding energy retrofits, as well as accessibility and ventilation improvements. The implementation program offers grants of up to \$500,000 per town that can be used for one or more MERP-assessed buildings in the municipality.

Through this same grant, ACRPC has been allocated funding to support towns in the region to develop these projects and seek additional funding to complete more ambitious projects where necessary and possible. To ensure that the Town(s) submit a high quality Implementation application and to gather information on the availability of contractors to support successful applicants ACRPC seeks bids with services provided in two phases as follows:

1. Phase 1: Architectural services to develop preliminary conceptual drawings and cost estimates. Contracted with ACRPC.
2. Phase 2: Schematic design, Design Development, Construction Documents, and Construction Administration phase services on behalf of the Town(s) and the ACRPC. Contracted with the individual Towns.

Respondents are encouraged to respond with availability to support some or all of the Town(s) and buildings listed above.

### Budget

Phase 1 of this project will be funded through ACRPC Administrative MERP funding. For Phase 1, please provide a best estimate of time and material costs of the project scope not

to exceed \$50,000. Phase 2 of this project will be funded through MERP implementation funding if granted by BGS or the participating Town(s), however, a proposed budget is not required for this phase at this time.

## Scope of Work

**TASKS:** Anticipated tasks to achieve the scope of work may include the following:

Phase 1:

Phase 1 scope of work will be funded by ACRPC. Due to the nature of the MERP program and the timeline, respondents are encouraged to identify reasonable reductions in the desired scope of work outlined below:

- A. Project Kickoff Meeting - Meet with ACRPC and the Town(s) to develop a clear understanding of the project goals, objectives, timelines and deliverables. This may be a strict energy retrofit or include additional concerns such as historic building requirements, ventilation and accessibility upgrades, necessary structural improvements, and space/program upgrades.
- B. Digest the Energy Assessments provided by the MERP program. Provide town with initial prioritization of recommendations and suggested course of action.
- C. Perform a building inspection as needed to produce a field report on the building(s).
  - a. Utilize any available structural, toxic materials, or accessibility assessments provided by the town or RPC to reduce time required for initial on-site evaluation of the building and project.
- D. Provide guidance on what permits will be required to complete the recommended scope of work.
- E. Generate as-builts of the existing structures unless already available.
- F. Generate conceptual drawings and specifications for the initial MERP Implementation Grant application.
- G. Provide rough cost estimates for the energy retrofit, accessibility, and ventilation components of the project for the initial MERP Implementation Grant application.
  - a. Cost estimates should include a line item for the further development of the project as described in phase 2 below.

Phase 2:

Phase 2 will be funded by the Town(s) should the Town(s) secure implementation funding

through the Municipal Energy Resilience Program or other funding options. Therefore ACRPC and the Town(s) request information on the availability of the respondent to support the development of the project through the Design Development Phase:

- A. Complete any remaining visioning sessions and interviews with the Town Building Committee and other stakeholders as required to determine the Owner's Project Requirements (OPR).
  - a. ACRPC anticipates that this will include: energy efficiency upgrades, accessibility, space/program upgrades, vision, performance requirements, historic preservation requirements, etc.
- B. Produce final Schematic Design drawings and specifications that together define the scope of work for Town approval.
- C. At this point, the Architect will support the Town(s) in engaging a General Contractor or Project Estimator to provide a cost estimate of the Schematic Design documents. The Town will then determine whether the contract will continue through the Construction Administration phase.

## Submission Requirements

Please furnish one (1) digital copy of the proposal with pages numbered consecutively.

### A. Required Technical Information

1. Cover Letter
2. Qualifications of the Architecture Firm – please describe experience in areas needed to fulfill the project scope. Specifically, list which proposed project team members have worked on which related projects.
3. Scope of Work – a scope of work for the project detailing the consultant's proposed approach to the base scope of the tasks described in the RFP, **and any recommended adjustments to the scope or tasks**. The consultant may also propose additional supplemental items to the scope of work.
4. Proposed Schedule – the schedule should include completion of work tasks and deliverables as well as any key meetings and comply with the timeline given in the RFP.
5. Project Organization – discuss project management structure and relate the job categories listed.
6. Resumes of key staff who will be working on the project (not exceeding 2 pages for each), a brief description of their roles in the project, and a brief description of their work on related projects.
7. References – please provide a minimum of three, including the name and telephone number of each.
8. Budget - please provide a best estimate of time and materials costs for Phase 1 of the

project scope not to exceed \$50,000.

9. The proposal, encompassing items 1-8 above, shall not exceed 20 pages.

## Architect Selection

All proposals will be evaluated using the criteria listed below by a selection committee. The selection committee will consist of representatives from the ACRPC and ACRPC staff. Proposals will be ranked based on the following criteria (100 points total):

- Demonstration of overall project understanding, insights into potential issues, and demonstrated understanding of the project deliverables (20 pts)
- Qualifications of the firm and the personnel to be assigned to the project, and experience with similar projects (20 pts)
- Completeness and clarity of proposal and creativity/thoughtfulness in addressing the scope of work (20 pts)
- Demonstrated understanding of, and ability to meet schedule and budget (15 pts)
- Demonstrated knowledge of the project area (10 pts)
- Appropriateness of budget allocation by task (15)

*The ACRPC and the Town(s) reserve the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. All proposals become the property of the ACRPC and Town(s) upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. ACRPC and Town(s) reserve the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified sources, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the Town(s). This solicitation of proposals in no way obligates the ACRPC and Town(s) to award a contract.*

## Contract Requirements

The contract shall not start until the successful applicant enters into a written contract with the Regional Planning Commission to perform the work subject to this Request for Proposal. Sub-contractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all subcontracts including, but not limited to, the following provisions:

- Insurance Coverage
- Indemnifications
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- DBE Obligation
- Audit and Record Retention
- Lobbying Restrictions

## Ownership

All proposals submitted in response to this RFP become the property of the Addison County Regional Planning Commission and the relevant town(s). All reports, documents, maps, data and materials developed by the consultant for this project shall be the property of the Town(s) and shall be treated as public information.

## Further Information

Please contact Maddison Shropshire, ACRPC at 802-388-3141 or [mshropshire@acrpc.org](mailto:mshropshire@acrpc.org) with any questions about this project. Written Q&A will be available at the following link: [https://docs.google.com/document/d/1lWFp6FywcbSmV0\\_K5KAg\\_N71DIkAWXZn0IYTRI6N2g/edit?usp=sharing](https://docs.google.com/document/d/1lWFp6FywcbSmV0_K5KAg_N71DIkAWXZn0IYTRI6N2g/edit?usp=sharing)

A Q&A session will be held on Friday August 9th, 2024 at 10 AM.

Video call link: <https://meet.google.com/kib-nexb-ymh>

Or dial: (US) +1 402-523-0148 PIN: 885 359 200#

Please address your response to:

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