

Town of Orwell, Vermont

Request for Statements of Interest and Qualifications for MERP Building Project Design and Construction Services

Introduction

The Town of Orwell, Vermont (the Town) is requesting Statements of Interest and Qualifications (SIQs) for planning, design, and construction services for Municipal Energy Resilience Program (MERP) funded retrofits of four Town owned buildings. Buildings that need these services include:

- Town Firehouse: 604 Main St., Orwell, Vermont
 - The facility is one story (plus an attic) and is about 5,700 square feet.
 - The building was originally constructed in/around 1972.
 - Parts of the building were renovated and expanded in 2003 including new windows, insulation, and the addition of new fire bays.
- Town Garage: 606 Main St., Orwell, Vermont
 - The facility is one story (plus attic) and is about 1,152 square feet.
 - The building was originally constructed in the early 1990s.
- Town Sewer Plant: 300 VT 22A, Orwell, Vermont
 - The facility is one story and is about 432 square feet.
 - The building was originally constructed in 1973.
 - There have been no updates to the building itself since then, although the electrical service and aeration system for the plant were upgraded in 2020.
- Town Clerk's Office: 436 Main St., Orwell, Vermont
 - The facility is one story, slab on grade, and is about 1,321 square feet.
 - The building was originally constructed in 1976 and has not been renovated.

The Town will work with the firm(s) selected to refine a scope of work for the four projects that is within the budget allotted. To the extent that is possible, the Town would like the same firm(s) to conduct the work for all four buildings' MERP funded projects; however, SIQs that address fewer than all four buildings' projects will also be considered.

Project Schedule

- Request for Bids Released—March 12th, 2025
- **Deadline for submission of questions—March 21st, 2025**
- Response to questions posted— March 28th, 2025
- **SIQ submission deadline—4:00 PM, April 7th, 2025**
- Selection notification—April 16th, 2025
- Project Completion—Project Schedule, like Project Scope, will be negotiated between the selection committee and the selected firm(s); however, all agreed upon project work must be completed before December 1st, 2026.

Contact person

Andrea Treadway, Orwell Selectboard Chair and MERP Projects Manager

Telephone: 802-236-2199

Email: selectboard@townoforwellvt.org

All questions related to this Request for Statements of Interest and Qualifications shall be addressed, in writing, to Chairperson Treadway no later than March 21st, 2025.

Project Descriptions

An overview of the types of project design elements that the Town needs assistance with for each of the buildings is included below. Questions regarding the specifics of these elements can be answered by the contact person for this RFIQ, who is identified in the previous section.

- Town Firehouse
 - Significant Upgrades to HVAC Systems
 - Building Envelope Closure
 - LED Lighting Installation
 - A Rooftop Solar System Cost Estimate
 - Energy Efficient Appliance Replacement

- Town Garage
 - Install Programmable Thermostat for Heating System
 - Building Envelope Closure
 - LED Lighting Installation

- Town Sewer Plant
 - Heating System Upgrade
 - LED Lighting Installation
 - Occupancy Sensor Installation
 - Ground Mounted Solar System Installation

- Town Clerk's Office
 - Significant Upgrades to HVAC Systems
 - Building Envelope Closure
 - Electrical Systems-Install 200 Amp Service Panel
 - LED Lighting Installation
 - ADA Compliance Upgrades

Scope is negotiable and can be altered to address budgetary, design, and feasibility needs for these projects. Project design should include as many of the agreed upon project elements listed above and should reflect the MERP project element prioritization hierarchy included in Act 172. Elements should be prioritized in the following way: Building Envelope; Fuel Switching; Lighting and Mechanicals; Ventilation; Resilience Measures.

Budget

Funding for these projects comes from the Municipal Energy Resilience Program, MERP, which is managed by the Vermont Agency of Building and General Services (BGS). The total budget is **\$420,330.79**. Details of the Scope of Work including Tasks and Deliverables will be negotiated with the selected firm(s) prior to beginning the project.

Submission Requirements

We are not seeking a detailed scope of work currently.

The SIQ should be a narrative proposal that best represents your firm's interest in working on the MERP projects described as well as its qualifications to perform planning, design, and construction services for the four projects described. SIQ's should include the proposed project team, their technical abilities, examples of previous projects, three references, a proposed schedule, and any other information that you consider important for the committee to know. While there is no page limit, interested firms are asked to be economical with their page counts.

The cost of preparing, submitting and presenting is the sole expense of the firm. The Town reserves the right to reject all Statements of Interest and Qualification received through this solicitation or to cancel this RFIQ in part or in its entirety if it is in the best interests of the Town. This Request for Statements of Interest and Qualifications in no way obligates the Town to award a contract.

Selection

The Selection Committee will be composed of members of the Town's Selectboard and a representative from the Addison County Regional Planning Commission. Submissions will be evaluated based on the following scoring criteria (150 points total):

- Demonstration of understanding of MERP program requirements (30 pts)
- Demonstration of understanding of the Town of Orwell's MERP projects (40 pts)
- Description of the qualifications that the firm, its personnel, and contractors have that will enable them to successfully complete the projects of interest (e.g. specialized expertise or experience working with similar projects) (40 pts)
- Willingness to work on multiple buildings with MERP funded projects, up to four (10 pts/building, up to 40).

The Committee will review and evaluate each SIQ that is submitted as requested based upon the criteria above. Submissions will then be ranked according to their total score. The Selection Committee may decide to interview the highest scoring firms to determine the most qualified firm(s). Upon completion of any interviews, a scope of work and cost proposal will be required from the most qualified firm(s) and negotiations will begin. If a scope of work and fee cannot be agreed upon within a reasonable time, negotiations with the most qualified firm(s) will be concluded and negotiations with the next most qualified firm(s) will be initiated. If a satisfactory contract is not worked out with these firms, then this procedure will be continued until a mutually satisfactory contract is negotiated

Submission Notes

Please submit Statements of Interest and Qualifications (SIQ) as a PDF to the project contact, Selectboard Chairperson Treadway, by email no later 4:00 PM on April 8th.

The proposer shall submit the SIQ as an electronic submission via an email with a clearly marked in the subject line with the project name. Please inform the Contact Person prior to submission to avoid a proposal being relegated to their spam or junk email files. SIQs and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile machine transmitted proposals will be accepted.

The SIQ, upon submission, becomes the property of the Town. The expense of preparing and submitting a SIQ is the sole responsibility of the consultant. The Town reserves the right to reject the SIQs received, to negotiate with any qualified source, and/or to cancel in part or in its entirety this RFIQ as in the best interest of the Town. This solicitation in no way obligates the Town to award a contract.

Contracting Notes

The Firm, 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, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; website: <https://www.vtsosonline.com/online>. The contract will not be executed until the Consultant is registered with the Secretary of State's Office.

If the award of the contract aggrieves any firms, they may appeal in writing to the contact person for this RFIQ. The appeal must be submitted within seven (7) calendar days following the date of written notice to award the contract. The selection committee will review the substance of the appeal and will apply remedy if warranted. Any decision of the Town is final.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the Town.