

**REQUEST FOR QUALIFICATIONS (RFQ)
Architectural and Engineering Services
Design of a New Public Works Facility**

The City of Essex Junction ("City") is requesting Statements of Qualifications (SOQs) from qualified architectural and engineering firms to provide professional services for the planning, design, permitting, bidding, and construction administration of a new Department of Public Works (DPW) Facility.

Date Issued: August 3, 2026

Deadline for Questions: August 21, 2026 by 4:30 PM

Staff Response to Questions: August 28, 2026 by 4:30 PM

Submission Deadline: September 4, 2026 at 4:30 pm

City Contact:

Regina Mahony, City Manager

City of Essex Junction

2 Lincoln Street

Essex Junction, VT 05452

Email: rmahony@essexjunction.org

Invitation:

The City of Essex Junction ("City") is requesting Statements of Qualifications (SOQs) from qualified architectural and engineering firms to provide professional services for the planning, design, permitting, bidding, and construction administration of a new Department of Public Works (DPW) Facility.

The City intends to select the most qualified consultant team through a qualifications-based selection process. Following selection, the City will negotiate a detailed scope of services and fee with the chosen firm.

The City reserves the right to reject any or all submissions, waive informalities, request additional information, or cancel this solicitation at any time.

Project Delivery Method:

The City intends to procure Architectural and Engineering (A/E) services through this Request for Qualifications. The City anticipates procuring construction services through a separate procurement process following selection of the A/E team. At this time, the City has not determined the final project delivery method. The City is evaluating alternatives that may include Design-Bid-Build, Construction Management, Design-Build, or another delivery approach determined to be in the City's best interest. The selected A/E team will be expected to assist the City in evaluating delivery options and providing recommendations regarding the most appropriate approach for the project.

Regardless of the final delivery method selected, the City's objective is to engage a qualified construction professional as early as practical during the design process to provide input on construction costs, constructability, scheduling, procurement, material availability, and other preconstruction services. Early collaboration between the design team and the construction team is considered an important component of successful project delivery.

If the City procures a Construction Manager or other constructor separately from the A/E team, each consultant will contract directly with the City under separate agreements. The A/E team will remain responsible for the professional design services and preparation of the contract documents, while the construction professional will be responsible for construction-related services in accordance with its contract with the City. The City will coordinate the work of both consultants and retain responsibility for all project decisions.

Project Background:

The City of Essex Junction is evaluating the construction of a modern Public Works Facility to replace the existing building on the same site located at 11 Jackson Street, Essex Junction, VT. The facility is intended to support current and future municipal operations for the next 50 years while improving operational efficiency, employee safety, equipment maintenance, environmental stewardship, and service delivery.

The deficiencies in the Public Works facility were identified in the Municipal Facilities Space Needs Analysis conducted for the Essex Town - Village of Essex Junction by Scott + Partners Architects in 2019. The City included funds in the capital plan to develop conceptual plans and cost estimates for facility solutions and the City Council prioritized the need for a Public Works facility at their 2025 spring retreat. From there, the City Engineer (Hamlin Engineering) and Public Works Superintendent began working on potential concepts for the facility. These concepts were presented to the Council at their August 27, 2025 meeting: Version 1 re-utilized some of the existing buildings and constructed a new building to link those buildings, while Version 2 involved removing all the existing buildings and building new ones. It was determined that the best course of action was to build an entirely new facility due to the age and condition of the existing buildings. The City Council was provided with an update at their November 12, 2025 meeting. The City Council was then presented with Version 3 of the concept plan and a cost estimate with assistance from Architect John Alden at Scott + Partners at their January 28, 2026 meeting. Subsequently, the voters authorized a bond in the amount of \$13,960,000 for this project at the 2026 Annual Meeting.

More detail on the work to date is located here: <https://www.essexjunction.org/news/public-works-facility>

Project Objectives:

The City seeks a facility that is:

- Durable and economical to maintain
- Energy efficient and sustainable
- Flexible to accommodate future operational needs
- Safe for employees and the public
- Functional for year-round municipal operations
- Designed for efficient movement of personnel, equipment, and materials
- Compatible with surrounding development
- Cost-effective over its full life cycle

The project may include, but not necessarily limited, to:

- Vehicle and equipment storage bays
- Heavy vehicle maintenance shop
- Vehicle wash bay
- Fleet service area
- Administrative offices
- Conference and training room
- Employee locker rooms and restrooms
- Break room
- Records and equipment storage
- Parts storage
- Mechanical and electrical rooms
- Fueling facilities
- Salt storage and loading (current salt storage will remain with added expansion)
- Sand and aggregate storage
- Brine production and storage
- Covered material storage
- Site circulation
- Employee and visitor parking

- Secure equipment yard
- Stormwater collection and management
- Landscaping and screening
- Security and safety
- Energy efficiency and long-term cost savings
- Signage
- Utilities including but not limited to: water, wastewater, electricity, gas, telecommunications, etc

The final building program will be developed in collaboration with City staff during the programming phase. The City encourages innovative solutions that improve resiliency, reduce operating costs, and support long-term municipal asset management.

Services to be Provided by Selected Firm:

We are not seeking a detailed scope of work or cost proposal at this time. The following is a list of, including but not necessarily limited to, the responsibilities expected of the A/E firm:

- Programming and space planning
- Evaluation of current conceptual plan
- Architectural design
- Engineering design
- Complete preliminary (60%), final (90%), and contract-ready (100%) drafts of all building and engineering drawings and specifications, and allowing the City at least 30 days to review and comment on each set of drafts.
- Code compliance
- Permit documents
- Technical design decisions
- Design calculations
- Regulatory coordination
- Quality of the design documents
- Professional certifications and seals
- Coordination among design disciplines
- Prepare project presentation materials, displays required for public meetings, perform outreach, and attend at least 5 public meetings: initial project kick-off at regular City Council meeting, two outreach/public input events, a presentation to the City Council (at preliminary 60% design), and a presentation of final design to the City Council.
- Lead at least monthly project management meetings to keep the City informed on progress and receive needed guidance from City staff. Provide informal monthly updates to the City's project manager in between regular meetings.
- Support the communications team in their work by providing public-facing materials, renderings, details, and other key project information to inform the public ahead of planned public events.

The A/E shall evaluate recommendations made by the construction professional, regardless of the final project delivery method selected, and incorporate those recommendations that are consistent with the City's project objectives, budget, schedule, and applicable codes and standards.

The consultant should anticipate regular coordination meetings involving City representatives, the construction professional, the A/E team, and specialty consultants, as appropriate.

Submission Requirements:

Questions about this RFQ are due via email to Regina Mahony at rmahony@essexjunction.org by 4:30 PM, August 21, 2026. Answers to all questions will be posted [here](https://www.essexjunction.org/news/invitation-to-bid) (<https://www.essexjunction.org/news/invitation-to-bid>) by the City by 4:30 PM, August 28, 2026.

A Statement of Qualifications including the information noted above and any other information that best represents your firm's qualifications to perform necessary engineering services is due by 4:30 PM on September 4, 2026, either via e-mail to Regina Mahony at rmahony@essexjunction.org, or via U.S. Mail to the City of Essex Junction, Attn: Regina Mahony, 2 Lincoln Street, Essex Junction, 05452.

Statements should include:

1. Proposed project team including any subconsultants, with team leads identified for each.
2. Technical abilities and qualifications of said team members;
3. At least three (3) examples of previous projects similar in scale and cost for a municipality (i.e. Municipal public works facilities, Fleet maintenance facilities, Highway garages, Operations centers, Similar municipal buildings);
4. The firm's experience working under Vermont land use and federal laws and requirements;
5. At least three (3) and up to five (5) references,
6. A proposed quarterly project schedule, and
7. Any other information that you consider important for the City to have to appropriately rank your submittal.

SOQs shall also identify any subconsultants that will be necessary for the firm to complete the project, including their experience with similar projects, and if they have worked with the project team.

Selection Process:

The Selection Committee will review and evaluate each statement of qualifications based on the criteria below. Firms will then be ranked accordingly. The Selection Committee may interview the top three firms, if it is deemed necessary, to choose the highest qualified firm. Upon completion of any interviews, a scope of work and cost proposal will be required, and negotiations will begin with the top-ranked firm. If a scope of work and fee cannot be agreed upon within a reasonable time, negotiations with the top-ranked firm will be concluded and negotiations with the second-ranked firm will be initiated in the same manner, with this process repeating until a mutual agreement is reached. Contract award is expected in September 2026.

Criteria for Selection:

The Selection Committee will use the following criteria to evaluate qualifications:

- Understanding of the Project (20%)
- Demonstrated Ability to Meet Similar project Timelines & Budgets (20%)
- Availability of Technical Disciplines (20%)
- Qualifications / Experience of Proposed Staff (30%)
- Knowledge of the Project Area (10%)

Contract Requirements:

The Responder, 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, 109 State Street, Montpelier, VT 05609-1104 or online. The contract will not be executed until the Responder is registered with the Secretary of State's Office. The successful Responder will be expected to execute sub-agreements for each sub-Responder named in the proposal upon award of this contract.

The firm shall meet the insurance requirements of the City's Purchasing Policy. Also, all contracts for services shall contain indemnification and hold harmless language as required by the City's Purchasing Policy. It is expected that all Consulting Firms will make good faith efforts to solicit disadvantaged business enterprise (DBE) subconsultants.

The City of Essex Junction Rights:

All Statements of Qualification will become the property of the City of Essex Junction upon submission. The cost of preparing, submitting and presenting is the sole expense of the firm. The City of Essex Junction reserves the right to modify or issue changes to the original RFQ. Any change will be distributed to all those who the RFQ was originally distributed to. The City of Essex Junction also reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFQ in part or in its entirety if it is in the best interest of the City of Essex Junction. This solicitation of proposals in no way obligates the City of Essex Junction to award a contract.