

REQUEST FOR PROPOSALS WITH PRICE QUOTATION: BUILDING NEEDS ANALYSIS

Issued: September 21, 2018
Responses Due: October 30, 2018

General Description:

The Town of Essex and Village of Essex Junction are requesting a priced proposal (RFP/RFQ) from architectural and/or engineering firms to conduct a space needs analysis for the Town and Village Public Works Departments, the Town and Village Fire Departments, and the Town and Village Parks and Recreation Departments. The purpose of this study is to establish the current and future (30-year) building size requirements and potential building layouts under a limited number of scenarios to guide the Town Selectboard and Village Board of Trustees in their capital planning for future building expenditures.

For each of the Departments, the Town and Village want to consider three scenarios:

- 1) Town-Only Facility or Facilities
- 2) Village-Only Facility or Facilities
- 3) Combined Village and Town Facility or Facilities

Public Works: With respect to the Town and Village Public Works Departments, none of the three scenarios are site specific to a particular property. Each scenario will be studied to determine the space needs, potential building layout, site size requirements, material storage needs (salt, sand, gravel, etc.), parking needs, and estimated costs for a new facility(s) that will accommodate existing and future staffing, equipment maintenance, and administrative support. As part of this analysis, a determination will need to be made as to whether each division within Public Works should be in a shared facility or a separate facility. The primary divisions are administration, highway including maintenance and materials storage, and water/sewer. Also, the existing building site locations should be evaluated for their potential to either be retrofitted or rebuilt onsite to accommodate the future needs. This RFP/RFQ does not include the Village wastewater facility.

Town and Village Fire Department: The Town and Village Fire Department portion of the study will also investigate the three scenarios for the space needs, potential building layout, site size requirements, parking needs, and estimated costs for both a new facility and a potential expansion of the current facilities that will accommodate the existing and future staffing, equipment maintenance and administrative support. The existing buildings will need to be investigated for existing code compliance issues as well as the structural, mechanical, and overall suitability of the current structures for expansion. From the Fire Department perspective, the issues to be investigated are 1) upgrades to each of the two facilities 2) construction of a single

new fire station and 3) some combination of a new central station and a satellite station. An expansion of the Town Fire Department or a new fire station on the current site would likely require the Town Public Works, the Town Parks and Recreation Maintenance Facilities, or both to relocate to other sites.

Town and Village Parks and Recreation: The Town and Village Parks and Recreation Department portion of the study will also focus on the three scenarios for the space needs relating to 1) central administration space needs, 2) maintenance facility needs, 3) program space, and 4) facility needs at Maple Street Park and Sand Hill Park.

Background Information:

The existing building space being utilized by the Public Works, Fire, and Parks and Recreation departments of both communities is sufficiently old and, in many cases, non-code compliant by current standards; is of insufficient size to accommodate the employees; has insufficient equipment and materials space needs for the present and future; and is operationally scattered at a number of locations, reducing efficiency of operation. There is insufficient office area, training space, kitchen and bathroom facilities, materials and equipment storage, and activities space. The Town Parks and Recreation Department rents activity space for programs. Functionally, the office space and location for Public Works and Parks and Recreation is not situated so as to enhance the working relationships within and between departments as well as the efficient delivery of service to the public.

Staff has prepared information identifying the existing facilities and equipment plus items identified as potential future elements desired in new facilities. The information noted in the Appendix is not intended to provide complete solutions to the issues; it is intended to provide the consultant with a starting point for preparation of the RFP and Price Quotations. It is anticipated that this study will provide the basis for moving forward with a specific plan to address the current building needs.

Compounding the decision-making process at this time is the issue over the future organization of the government in Essex. It is unknown at this time whether or not the two municipalities will remain as they are today (separate, with several departments having consolidated to various degrees), merge into one municipality/community, or separate completely into two independent entities. Because of this pending issue, there is a need to evaluate the alternative of combined facilities, whether in whole or in part. Combined facilities would not be the sum of the two independent facilities due to the different organization and characteristics of fully consolidate departments. It is anticipated two situations would be investigated:

- 1) **A status quo situation** wherein the Town departments and the Village departments would retain their current structure and level of providing service; the departments would grow independently over time based on servicing their respective but larger population and commercial base.

2) **A merged situation** in which departments are totally merged, with the potential for elimination of some facility needs and addition of others. It is anticipated that this scenario would be developed subsequent to scenarios 1 and 2. The Town and Village are still working toward development of a future organization that would provide a framework for defining facility needs for combined departments. It is anticipated that this combined scenario can be better defined once the individual needs are identified and after there is consensus on the organizational framework.

The primary administrative point of contact for all contract administration work under this RFP shall be Greg Duggan, Deputy Manager. Specific questions or input on technical issues should be directed to the individuals below as indicated:

<u>PUBLIC WORKS ISSUES:</u>	Dennis Lutz, P.E., Public Works Director Aaron Martin, P.E., Town Engineer Ricky Jones, Village Public Works Superintendent
<u>TOWN FIRE DEPARTMENT ISSUES:</u>	Charlie Cole, Fire Chief
<u>VILLAGE FIRE DEPARTMENT ISSUES:</u>	Chris Gaboriault, Fire Chief
<u>TOWN PARKS AND REC ISSUES:</u>	Ally Vile, Parks and Recreation Director
<u>VILLAGE PARKS AND REC ISSUES:</u>	Brad Luck, Recreation and Parks Director

Scope of Work:

Work Tasks Included:

Phase I (approximately 30% completion level):

1. Determine the current and future space needs of the identified departments in the study, using all available data and standard square footage space requirements. The space needs shall include not only building needs but also site needs with respect to parking, materials storage, cold storage, and other factors. Meet with each department head on a minimum of at least two occasions – the first to establish needs and the second to review the proposed allocation of space – and once with the Selectboard and Trustees. The space needs shall be established for a 30-year period, under the assumption that it may take significant time to obtain voter support for new facilities. Each department shall be considered a separate entity with separate building and site requirements.
2. Within the space needs summary, take into account the close functional relationships between elements in each department, the ability to share conference and meeting rooms, all ancillary space needs such as utility areas, storage space, records and equipment space, training facilities, bathrooms with showers, and other needs. In

addition, attempt to minimize site requirements by providing multiple-story facilities where viable, while concurrently taking into account customer access, security control and similar features.

3. Prior to proceeding to Phase II, a written document shall be provided for review to the Town and the Village outlining the recommendations and rationale for the suggested space requirements. The document at a minimum shall contain a comparison chart of existing space for each building element (such as bathrooms) and proposed space and shall also contain comments/explanation as to the increase or decrease in size needs.

Phase II (Approximately 60% completion level):

1. Using the space requirements agreed upon in Phase I, develop preliminary sketch plans of proposed building layouts for 1) the Town Public Works proposed facility, 2) the Village Public Works facility, 3) the Town Fire Department, 4) the Village Fire department, 5) the Town Parks and Recreation Department, and 6) the Village Parks and Recreation Department. The building layouts shall also include conceptual site plan layouts inclusive of all needs including but not limited to parking, material storage (if applicable), general site setback limits, potential onsite storm water treatment, fueling stations (if appropriate), access requirements per the Town and or Village Zoning Requirements, and any other necessary components. If the proposed facilities can be accommodated on the existing sites, the proposed plan should show what changes would be needed.
2. Provide a preliminary cost estimate of the proposed facilities.
3. Provide a public presentation on the results of the study to date to the Selectboard and Trustees.
4. Following review of the work completed to date on Phase I and Phase II, the Town and Village will provide guidance as to the requirements and needs for any combined Town and Village facilities.
5. Perform the same tasks as noted in Phase I and Phase II, items 1 and 2 and 3, for any combined facilities.

Phase III (Approximately 80% completion level):

1. Provide a report, cost estimates, and a sketch plan containing the information as noted under Phase I and Phase II for any combined facilities.

Phase IV (Approximately 90% completion level):

1. Submit completed final report(s), plans, and cost estimates for final review by the

Town and Village.

2. Provide a public presentation on the results of the study to date to the Selectboard and Trustees.

Work Products:

1. Written space needs analysis reports.
2. Preliminary site plans/building layouts and cost estimates for all alternatives.
3. Two meetings with each department head; periodic meetings with the Unified Town/Village Manager, the Deputy Town Manager, impacted staff, and the Selectboard and Trustees; and presentation of the report findings and site plans to the Selectboard and Trustees upon completion of the study.
4. Public presentations to the Selectboard and Trustees at various stages of the project completion.

All plans for the study shall be of the same scale and a copy of the site plan and building layout for all alternatives shall be provided in a computerized format (readable by AUTOCAD or ARC INFO)

Time Frame for Completion of Work:

Phase I – 75 days for completion of all phases of the work from the issued date of Notice to Proceed.

Phase II – 45 days from authorization to proceed with the layout portion.

Phase III – 60 days from authorization to proceed with Phase III.

Phase IV – 30 days from completion of Phase III.

Content of Submitted Proposal:

A letter of transmittal, indicating the total cost for services and statements that the material contained in the Proposal Attachment has been read by the submitting firm and that the work will be completed within the designated contract times.

A brief statement of the firm's approach to the problem.

A "scope of services" with a step-by-step breakdown of the tasks the firm proposes to carry out, with estimates of personal time and costs for the project. The costs proposal should be submitted

on a Not-to-Exceed cost basis. The proposal costs should be provided in three sections, with the first being the Public Works portion of the work, the second being the Fire Department portion of the work, and the third being the Parks and Recreation portion of the work.

A description of the firm and, if a joint venture or if sub-consultants will be used, a statement of the roles and relationships of all parties.

A description of the firm's qualifications for the project, including staff capabilities and experience with similar projects, to include the names and contact numbers of the key employees of municipalities for which the firm worked.

Resumes of the professional, managerial, and senior technical personnel who will be directly involved in the project.

Ownership of the Work:

All reports, plans, and CAD or ARC INFO computerized databases related to this study shall be delivered to and become the property of the Town of Essex and Village of Essex Junction upon completion.

Selection of the Architectural Firm to perform the Services:

The chosen firm will be selected in accordance with the Town's Purchasing Policy, a portion of which is included as an attachment to this RFP/RFQ.

In the selection process, the primary areas to be considered will be the following:

1. Technical Approach:

- Clear and concise statement of the approach and methodologies to be used to complete the scope of work.

2. Previous experience and provisions of services under other contracts:

- Reliability and experience based upon completed projects of a similar nature and scope.
- Degree of relevant experience in the specific areas of technical expertise.
- Successful completion of similar tasks for other jurisdictions.

3. Project Management:

- The quality of the proposed work program and the ability to meet the Town and Village's timetable for completion.
- Personnel and their availability to perform the required services.
- Appropriate allocation of staff hours to perform specific services, including the allocation of sufficient senior staff time.

- In-house availability of the resources necessary to complete the scope of work.
- Ability to perform the required services in an expeditious manner to meet the stated deadline.

4. Project Costs:

- The ability to perform the scope of services required, producing a quality product, at competitive market costs.

Revisions to the Request for Proposal:

If it becomes necessary to revise any portion of the RFP/RFQ prior to five days before the receipt date, the Town and Village will provide the modifications to the RFP/RFQ to all those firms that have expressed an interest in submitting a proposal or to which the original RFP/RFQ has been sent.

Limitations of Liability:

The Town and Village assume no responsibility and no liability for costs incurred by proposers in responding to this RFP/RFQ or in responding to any further requests for interviews, additional data, etc., prior to the execution of a contract.

Rejection of Proposals:

The Town and Village reserve the right to reject any and all proposals or to award contracts in whole or in part if in the best interests of the Town/Village.

Type of Contract/Fees and Compensation:

The Town and Village anticipate negotiating a contract based on a fixed hourly rate plus expenses with a not-to-exceed total. The contract shall be prepared by the consultant and the contract shall reference the RFP/RFQ and submittal as an integral element of the contract.

Submission of Proposal:

All submittals to this RFP/RFQ shall be received in a sealed envelope and clearly marked as **“Town of Essex/Village of Essex Junction Municipal Space Needs Analysis”**. Four copies of the proposal shall be submitted to the Office of the Unified Town/Village Manager, 81 Main Street, Essex Junction, Vermont 05452 no later than 4 PM on October 30, 2018. Proposals submitted after this deadline will not be accepted. Incomplete proposals will also not be selected. It is anticipated that the selection of a firm will be made prior to December 1, 2018.

Questions regarding this RFP/RFQ should be directed to Greg Duggan, Deputy Manager, at (802) 878-1341, and email gduggan@essex.org.

APPENDIX A

TOWN HIGHWAY GARAGE -- NEW FACILITY IDEAS/INPUT

1. Building sized to accommodate all Town Highway, Water and sewer Vehicle plus space for 10% growth (see attached current equipment list as a guide)
2. Building sized on the basis of at least two stories, with space for the following personnel.
 - a. Admin -- Public Works Director, Town Engineer, Administrative Assistant, Staff Engineer (2), Storm water Coordinator (1), Buildings Manager, 2 to 3 summer interns
 - b. Highway - Offices for Mechanic, Public Works Superintendent, 2 Foreman
 - c. Water/sewer --office for Utility Supt., up to 3 water-sewer employees in one office
3. Admin area to include:
 - a. secure reception area with access into offices only from behind glass partition and locked entryways, seating for 2 to 3 people in reception area
 - b. Storage area for plans; large supply closet; bathroom
 - c. Conference room for 8 to ten people with accessible storage for books, area to lay out plans, bookshelves.
 - d. Separate storage area for supplies, custom forms, handouts, records storage
 - e. Separate small kitchen/eating area for admin staff
 - f. Locate admin area on second floor with elevator
 - g. Radio tower for building; Wi-Fi, computer linkage to other Town departments
4. Garage area (inside)
 - a. Separate area for mechanic to work on vehicles, protected welding area , parts room, room for compressor, storage of tools and bench work area, machine room for drill press, grinder, etc.; two lifts --one 18,000 lb. double post lift, second, 36,000 lb. twin post front adjustable lift with service pit underneath; level area for headlight sync;
 - b. Storage for fluids, oils, antifreeze, used oil; central lube rack, chain saws, tools; winter truck chains.
 - c. Room to park inside, 5 large dump trucks (7 to 14 cy), 3 medium trucks (3 cy low pro), 4 small trucks with plows and wings and add 10 to 20% space for future trucks, space for asphalt box and trailers that can't stay out in cold storage, winter sidewalk plows (2), bobcat, and other miscellaneous equipment; sweeper, loader, backhoe and grader which could be in colder storage building; area to be set up to control diesel exhaust fumes from

winter starting; building to be separated into clean and dirty sides (i.e., isolate mechanic from vehicle garage space.

- d. Storage for paint and other hazardous chemicals and products
- e. Overhead electric crane
- f. Room for line striping equipment and storage of road paint
- g. Energy efficient; good exhaust air system
- h. Inside wash bay if possible large enough for largest piece of equipment
- i. A minimum of two bathrooms at least one of which has a shower; adjacent locker room large enough to provide temporary winter sleeping area for 50% of the work force.
- j. Clean area to include large kitchen and large eating room; separate training room capable of holding up to 30 people either in the garage or in the admin area.
- k. Cold storage for tires, signs, plow blades, portable generators; seasonal equipment storage that can be cold area
- l. Emergency power to run entire building (generator)
- m. For water/sewer
 - 1). approximately the same area as they now occupy for vehicle storage plus 25%
 - 2) Separate work bench area and area to work on valves, meters, pumps
 - 3) Locker, shower and break/lunch room can be shared with highway
 - 4) Storage for meters, pumps, valves, other replacement parts

5. General site needs

- a. Central vehicle fueling for both regular and diesel fuel
- b. Covered salt storage for 2000 tons pure salt and 500 tons of mag or similar treated salt
- c. Covered winter sand storage 4000 tons
- d. Storage tanks and disbursement system for liquid calcium chloride and liquid salt, each at 3500 gallons minimum with spill control protection
- e. Room to stockpile gravel, stone, temporary waste products like used sidewalk, curb, road asphalt with storm water control to limit impact on environment
- f. Cold patch storage; pallet storage area, area set aside for trash bins and roadside trash pickup – i.e., tires, refrigerators, mattresses, etc.
- g. Adequate parking for staff, visitors and all employees
- h. Site to have municipal water and sewer
- i. Outside protected water/sewer department storage - - frames/ grates/ piping/ hydrant markers, trench box,
- j. Emergency covered supply storage for sand bags, small generators, etc.
- k. Culvert/ filter fabric storage

I. Winter plow storage

G. Unauthorized Purchases. Any purchase of supplies, materials, equipment or services without proper authorization is prohibited.

V. Procedure

Section V outlines the Town's normal procedures for requisitioning goods and services. Adherence to the following procedures is necessary toward the stated purpose of purchasing the best quality goods and services at the least possible cost.

A. Vendor Selection

Vendors will be selected on a competitive basis. The Town reserves the right to waive any formalities or technicalities in the purchase of goods and services and to accept or reject any or all quotations/bids as deemed in the best interests of the Town. When selecting a vendor, in addition to price the following will be considered:

1. Ability, capacity, and skill of vendor to perform the contract or provide the material or service required.
2. Whether the vendor can perform the contract or provide the material or service promptly, including all necessary paperwork, or within the time specified, without delay or interference.
3. Integrity, reputation, experience and efficiency of the business.
4. Quality of performance on previous contracts, orders, or services to the Town and others.
5. Previous and existing compliance by the vendor with laws and ordinances related to the contract, order, or service.
6. Ability of vendor to provide future maintenance and service for the product or contract.
7. Compatibility with existing equipment or products.
8. Where possible and without conflicting with other local, state or federal regulations or other provisions of this policy, the Town shall make an attempt to utilize local vendors.