

**REQUEST FOR PROPOSALS
FOR CONSTRUCTION MANAGEMENT SERVICES
St. Johnsbury Armory Redevelopment Project.**

To: **NAME, TITLE, Construction Manager**

From: David P. Roy, President, Wiemann Lamphere Architects, Inc.
Joe Kasprzak, Assistant Town Manager, Town of St. Johnsbury.

Date: March 9, 2022

RE: Armory Redevelopment Project for St Johnsbury Police Department.

I. REQUEST FOR PROPOSALS

The Town of St. Johnsbury and Wiemann Lamphere Architects, Inc. hereby request proposals of select contractors for Construction Management services as outlined in this Request for Proposals (RFP).

The project site is presently an abandoned building, located at 1249 Main Street in St. Johnsbury. The building was originally constructed in 1916 as an Armory building, and has a three-level administrative space in the “front” (East), with a partial basement. The “back” (West) portion of the building is an open drill hall with a large expansive volume with exposed steel trusses. There is a basement below the drill floor used for lockers, changing and storage of equipment in the past. In more recent years, the building has been used as a recreational center and a temporary police facility. It has been abandoned for approximately 12 years and is deteriorating quickly. Some remediation measures have been taken in recent years to slow the effects of infiltration by water and wind. There has also been some vandalism to the property.

The project site is .44 acres (19,040 S.F.) The project is bounded to the East by Main Street. The lot is accessible primarily from the curb cut to the north, shared with St Andrews Episcopal Church. There is also a curb cut on the south side of the building from Main Street and an access drive from the South by way of Central Street, through the private dentist practice to the South. To the West is the Grace United Methodist Church.

The Armory Redevelopment Project will involve remediation of hazardous materials within the building and on the site and demolition of the drill room area and existing mansard roof. The remediation of hazardous materials will pre-date the Construction Manager’s construction of the building and site but will require consistent and regular involvement through the course of planning to address how the site will be “delivered” to the CM to commence its work. This involvement includes setting final sub-grades for the site and basement level infrastructure and planning for what infrastructure is to remain.

The project is currently completing the Schematic Design phase, and an updated preliminary cost estimate has been prepared. The CM will engage with the project at the completion of the Design Development phase and will immediately be tasked with

preparing a project cost estimate based on the Design Development drawings and outline specifications. The Construction Documents are anticipated to be substantially complete by July 5th, 2022 with construction commencing in October, 2022.

The project has obtained local permits by the Town of St. Johnsbury The City of St. Johnsbury has a deep financial stake to reinvigorate and revitalize the existing downtown district by removing a small blight on the landscape of St. Johnsbury. The funding mechanism for the remediation effort is still being finalized. The project has a number of funding sources that are being evaluated and sought in grant form.

Applicable permits, yet to be received, include the State Fire Safety permit, enforced by the State Department of Fire Prevention under the 2018 Vermont Building Code.

The project is currently proposed as a ±13,090 square foot multi-story building. The existing building is a three-wythe masonry bearing structure with wood floor and truss framing. The existing roof will have a new membrane roof. The new detention and sally-port area will be new foundations, wood framing with composite finishes on the exterior. The exterior will be a combination of masonry, clapboard and other cladding with flat / low slope roof systems. The building will incorporate elements of sustainable design and is to meet the CBES "Stretch" Standards. Sustainable features include but are not limited to solar photo-voltaic, "green" roofs, a highly efficient building envelope, and advanced mechanical and electrical systems.

Architectural progress prints are available upon request from David Roy via a Google Drive, hosted by Wiemann Lamphere Architects. The M.E.P. systems will be designed by LN Consulting. Structural engineering is by Engineering Ventures.

A. Budget

The preliminary maximum project construction budget is \$3.8 million. This number does not include budget amounts for soft costs that the Owner anticipates, including permitting, architectural and engineering fees, remediation and other associated soft costs.

Coordination with the owner and staff is a key component to this application.

B. Construction Time Line

The project is anticipated to start construction in October 2022, contingent upon the Town of St Johnsbury meeting its financial expectations for the project. Contract documents shall be completed on or about July 5th, 2022 with budgets and permits in-hand and the project deemed "shovel ready". Upon approval to proceed, sub-trade bids will be solicited to begin construction soon thereafter. As this is an urban site, it is imperative that the contractor work closely with the Town of St Johnsbury to minimize any impacts to the municipal utilities and services and traffic.

II. QUALIFICATIONS

A. Firm

1. Provide a brief description of your firm's size, capabilities, people and business approach.
2. Provide evidence of financial strength and manpower required to complete the project. Provide an AIA 305 Qualification Statement.
3. Provide a list of five customer and five trade references. Include addresses and telephone numbers.
4. Describe the extent of your firm's experience involving comparable projects utilizing the Construction Management (CM) delivery process.
5. Provide evidence that your firm is able to secure a 100% Payment and Performance Bond in the form of a letter from your bonding company. Provide your cost for bonding the project assuming \$3.8M total construction cost.
6. Describe your firm's safety program and record. Explain your system of enforcement with your own forces and subcontractors. Explain the safety protocols to be put in place and their conformance with OSHA and local code requirements as well as health and safety regulations. Explain any OSHA and/or local code violations your firm may have received in the past five years.

B. Team

1. Describe how you will structure your team and identify who the members will be including but not limited to Project Executive, Project Manager, Superintendent, Estimator, Pre-Con Services Lead. Provide resumes and relevant experience of each.
2. Describe each member's role in the project and their corresponding percent of effort with the project.
3. Provide evidence of consistently accurate estimating during the design phase and the ability to complete the construction phase within the budget given in the design phase. If your firm has a full-time dedicated "in house" estimating staff, provide resumes for this staff. Provide an example estimate on a similar past project.
4. Describe your relationship with the sub-contractor community and ways in which you will ensure sufficient (minimum 3) bid representation across all divisions.

5. Describe the specific project experience of your team, especially any experience the team has with previous Construction Management projects.
6. Describe the actions your firm may take to ensure that the project team initially identified remains in place on the project through completion.
7. Provide a copy of your insurance coverage.

C. Services

1. Describe your approach to working with the Owner, Architect, engineers and subcontractors.
2. Provide an appendix detailing the pre-construction scope of services to be provided including but not limited to:
 - Provide a 100% DD set estimate of probable cost.
 - Participate in eight meetings with the Owner and A/E team.
 - Constructability review and value management participation throughout the process.
 - Provide input on the timing, construction phasing and schedule of the project.
 - Provide value management ideas during the CD phase.
 - Provide an updated estimate of probable cost at 75% CD.
3. Provide an appendix detailing the Scope of Services to be provided during bid and construction phases. What special methods/techniques do you employ? Please provide your insight on the use of overtime, or additional shifts as required to compress the project schedule. The following items outline a guide to be used as CM for scope of services during bid and construction phases, but is not intended to be all inclusive:
 - Solicit a minimum of three bids for each trade. Contracts with subs will be between sub and CM.
 - Bid Package coordination.
 - Procure list of subcontractors to bid on the project and review with Architect and Owner if required, prepare bid requests, and assess submission for scope, clarity and cost.
 - Identify and coordinate long lead time material and/or equipment items.
 - Constructability review and value management participation throughout the process.
 - Establish and maintain an on-site office.
 - Lead weekly construction meetings and maintain budget.

- Coordinate all utility work with affected utilities.
 - Provide full-time field coordination.
 - Provide construction scheduling.
 - Manage all construction sub-contractors in the field.
 - Coordinate with all Owner's vendors.
 - Review and validate any T&M work.
 - Review contractor change requests and make recommendations to the Owner and Architect.
 - Manage shop drawing and submittal process.
 - Assure that record drawings (as-builts) are kept current.
 - Maintain a file of all project documentation, submittals etc. to be given to Owner at project completion.
 - Coordinate punch list inspections with the A/E team and closeout of punch list items.
 - Lead weekly construction meetings and maintain budget and schedule updates to present at those meetings and schedule updates to present at those meetings.
4. How will your firm ensure quality workmanship and material? Describe the system that is in place to ensure good workmanship and installation of proper materials and equipment by your own forces and the subcontractors.
 5. Provide three (3) situational challenges faced during construction of similar projects and describe how your firm overcame these challenges. Focusing on specific instances where the general contractor was working within a close urban site, requiring coordination with the local municipality.
 6. Describe your firm's approach to managing change orders and requests for them.

III. Fees

1. Provide a fixed, lump sum fee for overall pre-construction services and estimating based on the aforementioned preconstruction scope of services. This estimate will be used by CM to provide a Guaranteed Maximum Price for the construction of the project by October 2022.
2. Provide a fixed, lump sum fee for General Conditions including a line-item breakdown of services based on the attached matrix. Construction timeline beginning October 2022 and ending June 2023 (subject to change).
3. Provide a construction management fee percentage for the project assuming a \$3.8 million construction package?
4. Indicate your percentage mark-up for change orders.

IV. Evaluation and selection process

1. Responses shall be provided in two (2) separate PDF documents and submitted via email. The first document shall be titled "Qualifications" and contain the information requested in Section II, sub-sections A ("Firm"), B ("Team") and C ("Services"); the second document shall be titled "Fees" and contain the information requested in Section III ("Fees"). Send Section III to David Roy ONLY.
2. A team comprised of Architects, Engineers and the Owner will review the submittals utilizing a framework for scoring the proposals.
3. **A non-mandatory walk thru of the existing building will be on Wednesday March 16th @ 2:00 p.m.**
4. Questions may be directed to David Roy, on or before March 18th @ 4:00 p.m. Answers will be distributed to all by Addendum on March 21st by 12:00 p.m.
5. Finalists will be identified and may be requested to attend an interview on March 30th or 31st between the times of 12:00 p.m. and 5:00 p.m. before a CM selection is made.
6. Once a selection is made, the Town of St. Johnsbury will look to finalize a contract with the selected firm. The contract will be based upon AIA Document A133 (2015).
7. The Town of St. Johnsbury may accept, reject, or seek modifications to any response.

V. PROPOSAL DUE

Responses to this RFP are due by 4:00 p.m., Wednesday March 25, 2022. Late responses will NOT be considered. Responses shall be submitted via email to: DRoy@WiemannLamphere.com and CC Joe Kasprzak at the following: jkasprzak@stjvt.com

Sincerely,

Sincerely,

David Roy, President
Wiemann Lamphere Architects

Joe Kasprzak
Assistant Town Manager,
Town of St. Johnsbury