

**Town of St. Albans  
Department of Public Works Garage Project  
Request for Proposals for  
Project Manager Services**

**August 22<sup>nd</sup>, 2018**

**I. BACKGROUND**

The Town of St. Albans (The Town) is soliciting competitive proposals from qualified consultants to perform duties as the Town's Project Manager (PM) for the duration of the St. Albans Town Garage Relocation Project. The current Department of Public Works (DPW) building and facilities are located on the shore of St. Albans Bay (Lake Champlain) which is not an ideal location. Town Officials desire to relocate the DPW facilities to 73 acres of Town owned property located near 216 Brigham Road. The Town is seeking construction cost estimates based on a conceptual plan, the Town plans to seek voter approval for the project in March, 2019.

**II. PREVIOUS WORK COMPLETED**

A feasibility study entitled "Town of St. Albans, New Town Garage, St. Albans, Vermont," dated January 26, 2015, was prepared by Cross Consulting Engineers for the Town and is available for review during the preparation of proposals for this RFP. Another study was done by Trudell Consulting Engineers (TCE) in phases dated July 20<sup>th</sup>, 2018 and July 31<sup>st</sup>, 2018. The feasibility study includes the following information: a site survey with one foot contours, geotechnical borings and test pit information, a conceptual building location, and additional information. The site survey was prepared in AutoCAD format, and will be available to the selected PM and future Design-Build Contractor.

**III. SCOPE OF WORK**

The Scope of Work for the PM will be broken into two phases as follows:

Phase 1: The purpose of the first phase of work will be as follows:

Scope of Work

1. Review available existing information.
2. Meet with Town Officials and the Infrastructure Steering Committee to review the requirements / needs of the Town.
3. Prepare an RFP for the construction plans of the three main elements of the project: garage, salt shed and site work.
4. Provide a cost estimate based on the Town's scope of work to evaluate the reasonableness of potential bids.
5. Deliver items 1 – 4 to the Town within 45 days of signing a contract.
6. Facilitate going out to bid this fall.
7. Prepare a bid analysis report, and bid tabulation as well as a recommendation indicating which bidder the PM feels is the most responsive and responsible

bidder, and best meets the needs of the Town for each of the three project components.

Phase 2: The purpose of the second phase of work will be to work with the Contractors (the firms awarded the contracts based on the RFP prepared in Phase 1) during the construction of the project to ensure the Town's needs are met, and perform Quality Assurance/Quality Control during the construction and permitting of the project.

The current PM RFP is for Phase 1 services only. It is anticipated that Phase 2 services will be negotiated upon completion of Phase 1, and after voters approve the project.

The Town intends to provide temporary office space for the selected PM during the duration of the project. The selected PM will be required to provide their own computer and cell phone, and all Personal Protective Equipment for the duration of the project.

### **III. QUALIFICATIONS REQUIREMENTS**

All consultants will be required to prepare Technical Qualifications and a Cost Proposal as part of this submission. In order to be considered responsive to this RFP, each submittal must conform to the following requirements. The consultant shall:

1. Submit one (1) copy of the Technical Qualifications (see requirements below). Number all pages consecutively, in a sealed separate package.
2. Submit one (1) copy of the Cost Proposal (see requirements below). Number all pages consecutively, in a sealed, separate package.

### **IV. TECHNICAL QUALIFICATIONS REQUIREMENTS**

Clearly indicate the following on the outside of the Technical Qualifications Proposal:

1. Project name (Town of Saint Albans DPW Garage: Technical Proposal);
2. Name and address of the consultant.

The Technical Qualification Proposal should demonstrate the Firm/Individual understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the Proposer to supply the required services must be demonstrated.

Consultants will be evaluated on technical expertise and past performance. To assist with the evaluation, the proposer shall provide the following information:

1. Cover Letter. This section should provide a brief introduction along with an overview of the proposer's understanding of the nature of the work and general approach to be taken.
2. Introduction to Consultant's Firm(s). Proposers shall provide the following information relative to their firms. Similar information must be provided for each sub-consultant or each member of a joint venture.

- a. Firm name and business address, including telephone number and email contact for the proposed project manager.
  - b. Year established. Include former firm names and year established, if applicable. Identify the state in which the firm was organized or incorporated.
  - c. Type of ownership, and name and location of parent company and subsidiaries, if any.
  - d. Indication of whether the firm is licensed to do business in the State of Vermont, which is a requirement of this program.
  - e. Number of full-time employees. Part-time employees or consultants routinely engaged by the proposer may be included if clearly identified as such.
  - f. A description of the firm's general qualifications, including experience with similar types projects.
3. Qualification and Experience of Key Staff Members for this Project. Firms shall identify the proposed PM(s) to be assigned to this project and include the function and/or responsibility of each of the identified individual(s). A resume(s) of the proposed PM(s) shall be provided, with emphasis on previous experience in similar projects.
4. References. The proposer shall submit names, addresses, and phone numbers of at least three references familiar with the proposer's ability, experience, and reliability in the performance and management of projects of a similar nature.

## **V. COST PROPOSAL REQUIREMENTS**

The cost proposal should present a table including hourly rates for the proposed PM(s) for the project. These rates shall be presented and broken down by direct labor costs per class of labor, overhead cost, and total cost.

Clearly indicate the following on the outside of the Cost Proposal:

1. Project name (Town of Saint Albans DPW Garage Cost Proposal);
2. Name and address of the consultant

## **VI. CONSULTANT EVALUATION AND SELECTION**

The technical qualifications will be evaluated by the Town's Selectboard and Manager. The evaluation criteria, with corresponding weight factors, are the following:

- Qualifications of the firm and personnel (including any subcontractors) to be assigned to this project and their experience completing similar projects. (35 Pts.)
- Clarity of the proposal, skills available, and expertise with specific skills. (25 Pts.)
- Demonstration of overall project understanding and knowledge of the local area. (15 Pts.)
- Completeness of submitted proposal with all elements required by the RFP (5 Pts.)
- Cost (20 Pts.)

Following the technical qualifications evaluation, the cost proposal will next be reviewed for consistency and in light of the evaluation of the technical qualifications. The Town reserves the right to seek clarification of any proposal submitted.

## **VII. TOWN CONTACT**

Questions regarding this RFP should be directed in writing to:

Ms. Carrie Johnson, Town Manager  
Saint Albans Town Offices  
P.O. Box 37  
St. Albans Bay, VT. 05481  
802-524-7589 ext.106  
c.johnson@stalbanstown.com

## **VIII. GENERAL TERMS AND CONDITIONS**

The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any or all qualified proposers, to waive any formality and any technicalities, to solicit new proposals, or to cancel in part or in its entirety this RFP if it is in the best interests of the Town. This solicitation of qualifications in no way obligates the Town to award a contract.

Any proposal received after the time specified will be considered a late proposal. Following evaluation of all proposals, the Town may do one or more of the following:

1. Conduct interviews with representatives of one or more of the respondents
2. Select an apparent successful respondent and enter into contract negotiations
3. Establish a competitive range that shall include all respondents that have a reasonable chance of being selected for award based on the proposals, select those proposals that are in the competitive range, and commence negotiations with those respondents, and then invite those respondents to submit best and final offers
4. Reject all proposals if it is determined to be in the best interests of the Town.

Should the Town be unable to negotiate a satisfactory form of contract with the selected finalist(s), then the next highest ranked finalists may be selected and the negotiation process may be repeated.

## **IX. INSURANCE COVERAGE REQUIREMENTS**

The selected design firm shall obtain and maintain in force for the term of the Contract the following insurance coverage. Certificates of insurance evidencing such coverage shall be furnished to the Town of St. Albans at the time of signing this Contract. Prior to cancellation of, or material change in, any requisite policy, thirty (30) days written notice shall be given to the Town through its risk manager. All automobile liability and general liability policies shall include the Town as an “additionally named/insured” by policy endorsement.

1. Automobile Liability (including owned, non-owned, and hired) in an amount not less than one million dollars (\$1,000,000) each occurrence and not less than two million dollars (\$2,000,000) general aggregate.
2. Worker's compensation and employer liability in accordance with the Worker's Compensation Act of the State of Vermont for employees doing work in accordance with this Contract.
3. Comprehensive General Liability (including personal injury) in an amount not less than two million dollars (\$2,000,000) per each occurrence and not less than four million dollars (\$4,000,000) in the aggregate.
4. Professional errors and omissions liability insurance in an amount not less than two million dollars (\$2,000,000) each claim and not less than four million dollars (\$4,000,000) in the aggregate.

**Subcontractors must comply with the same insurance requirements as the contractor.**

**X. TIME AND PLACE FOR SUBMISSION OF PROPOSALS**

Submissions must be received by **2:00 P.M. Friday, September 7<sup>th</sup>, 2018**, and addressed to:

Ms. Carrie Johnson, St. Albans Town Manager  
P.O. Box 37  
St. Albans Bay, VT 05481

Submissions may be hand delivered to:

Ms. Jennifer Gray  
St. Albans Town Office  
St. Albans, VT 05478

Late submissions will not be accepted. If any of the above requirements are not met, the proposal may be rejected.

Submittals should be organized in response to submission requirements and formatted as 8.5 x 11 inch pages. Larger pages folded to 8.5 x 11 inches and pocket inserts are acceptable. At least one reproducible copy must be provided.

**Key Dates**

RFP Issued: Wednesday, August 22<sup>nd</sup>  
Proposals Due: Friday, September 7<sup>th</sup>, 2018 at 2:00 PM  
Contract Negotiations: Following receipt of proposals

These dates are subject to change at the sole discretion of the Town with reasonable notice given to respondents.