



**St. Albans Town DPW Relocation  
CM-GC RFQ  
10-Oct-18**

**Background**

St. Albans Town has retained the services of Matt Young of Ascent Consulting LLC as their Municipal Project Manager (MPM) to assist with preconstruction and construction of a new Department of Public Works (DPW) facility from its current location along Lake Champlain to a town owned 72-acre parcel at Brigham Rd. The Town has been authorized by its voters to complete design and bid the project. However, the authority to build the project will be contingent on voter results on Town Meeting Day, 5-Mar-19.

**Schedule**

The anticipated schedule is outlined below. The owner reserves the right to modify the schedule as they deem necessary.

1. Post CM-GC RFQ	10/10/18
2. <b>CM-GC RFQ Due</b>	<b>10/29/18 3pm EDT</b>
3. Pre-qualified CM-GC Firms Selected	11/05/18
4. Bid Package Released	12/18/18
5. RFI Close	01/02/19
6. Bid Date	01/07/19
7. Bid Award	01/14/19
8. Town Meeting Vote	03/05/19

**Instructions**

All bidders are to be prequalified prior to bidding on this project. The town will only accept bids from firms who have been pre-qualified. All questions re: this project must be directed to Matt Young at [myoung@ascentconsultingllc.com](mailto:myoung@ascentconsultingllc.com) and copy Carrie Johnson, Town Manager at [Carrie Johnson c.johnson@stalbanstown.com](mailto:c.johnson@stalbanstown.com) Bidder RFQ response is due no later than 29-Oct-18 3pm EDT via email in a pdf format. Hard copies are not required. Limit page count to 15. Due to the nature of this building type, the core & shell of the project will be completed by design-build approach. This allows flexibility and consideration of optional structures such as pre-engineered steel, pre-engineered wood or other types. The salt shed will need to be bid out separately due to the requirements of the funding source. The Town reserves the right to make decisions based on what is in the best interest of the Town and the project. The cost of preparation of this RFQ will be solely responsible of the responder.

**Project Scope**

This project consists of 14,960 gsf public works garage, 2,112 gsf offices and 1,050 gsf wash bay with a total structure of 18,122 sf. There is a separate salt shed with that is 6,000 sf. The garage is a shed roof structure with 14' high overhead doors and a 16' foot interior clearance. Office is a single story shed roof structure, attached to the West end of the garage. The wash bay is a shed roof structure attached to the East end of the garage. The length of this building runs East and West with overhead doors facing South. This project is located at a town owned 72-acre property at Brigham Road, St. Albans Town, VT.



## **Required Information**

The following information is required. Please keep your response brief and limited to 15 pages.

1. Team Experience
  - a. Firm outline
  - b. Superintendent resume, how long with firm
  - c. Project manager, how long with firm
  - d. Similar client and project, minimum 3
  - e. Design-build experience
  - f. References, minimum 3
  - g. Team commitment letter
  
2. Signed Prequalification Form



**CM-GC Prequalification Form**

**Box-A Company Info**

Company: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Box-B Your Work**

Describe work you self perform: \_\_\_\_\_  
 Do you install? Yes No If yes, with your own employees or subcontractors? \_\_\_\_\_  
 How many employees? \_\_\_\_\_  
 What is the geographic area of your work? \_\_\_\_\_  
 Have you ever failed to finish a contracted work? If so, explain on a separate sheet.  
 Have you worked with Town of St. Albans before? Yes No If yes, when? \_\_\_\_\_  
 \_\_\_\_\_

**Box-C Financial**

How many years has your company been in business: \_\_\_\_\_ D&B number: \_\_\_\_\_  
 Annual volume for last 3 years 2017 \$ \_\_\_\_\_, 2016 \$ \_\_\_\_\_, 2015 \$ \_\_\_\_\_  
 Can you provide a bond? If so, what is your single limit \$ \_\_\_\_\_ aggregate limit \$ \_\_\_\_\_  
 Bonding rate: \_\_\_\_\_ Bonding company: \_\_\_\_\_  
 What is your EMR? \_\_\_\_\_ Type of corporation: \_\_\_\_\_  
 Attach a Certificate of Insurance: Yes No

\*We may request additional financial and insurance information.

**Box-D Principals**

List principals and or those who are authorized to bid or sign a contract on behalf of your firm:

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_  
 2. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_  
 3. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_  
 4. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

I attest that I am the duly authorized person to sign this pre-qualification statement and deem that it is all true and accurate.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_