
REQUEST FOR QUALIFICATIONS

Architectural Services for Town Offices Update Project Orange, Vermont

July 15, 2024

RFQ Due on August 14, 2024

PROJECT DESCRIPTION

Overview

The Town Hall and Town Clerk's offices located at 392 US-302 in the Village of Orange VT were built in 1824 and 1972, respectively. These buildings are used by the community yet are not accessible to all community members due to accessibility shortcomings. The Town Clerk's Offices holds Orange Town records. There is energy loss which translates to town expenditures and there are signs of building deterioration in the form of sill rot, inaccessibility, the vault sinking into the ground. This project aims to get a clear scope of work that needs to be done to bring these buildings into ADA and Energy compliance in anticipation of applying for funding to implement a project to update these vital town buildings.

Context and Background

These services are needed to determine the specifics of the renovations, repairs and upgrades needed to make the Orange Village Town Offices accessible and energy efficient. It is known that these buildings are not currently accessible to those needing mobility accommodations and the state of the buildings are not energy efficient. The Town Clerk is a point person in Orange's Local Emergency Management Plan and the Town Hall is named as the alternate Emergency Operations Center (alternate to the school) in the case of an emergency. This means that if the school were at capacity or compromised the Town Hall would be the Emergency Operations Center and is not currently accessible to some of Orange's population. Orange's population is aging and mobility barriers affect many in the community. The Orange Town Hall is used for town meetings, voting & polling, the local shelter (has backup generator), weekly for local interfaith groups (year-round), weekend community events like life-stage celebrations, high school dances, community gatherings, potlucks, local women's group and other community events as the needs arise. Apart from the school, this is the only public building in town (no non-residential commercial buildings). The town hall is a critical part of the town's social infrastructure. The building was built in 1824. Orange's Town Clerk's Office is adjacent to the Town Hall and was built in 1972. It houses municipal offices, land records/archive/vault, community food shelf, community events board, hosts meetings, local researchers, little free library, serves most ad hoc needs and, with the town hall, this structure is the heart of community. There are major issues (sill is rotten, new siding needed, floor of vault is sinking) that are currently the focus of developing a comprehensive project to ensure the building can operate and support the community; this assessment is important to ensure "dig once" and integrate weatherization, thermal envelope, fuel switching and other recommendations into this priority project (and thereby ensure we are reducing emissions, lowering operating costs, and improving the resilience of operations). Orange has applied for the Municipal Energy Resilience Program and has received the \$4,000 mini grant to further energy resilience community capacity. The Municipal Energy Resilience Program (MERP) will provide staff support, application and technical assistance, and funding to help communities become more energy resilient, reduce energy use and operating costs, and curb greenhouse gas emissions by promoting renewable energy, battery storage, electric vehicle charging, weatherization, thermal improvements, fuel switching, and enhanced building comfort in municipal buildings and facilities. ADA Compliance is also intended.

Funding

A total of \$4,542 is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development.

Work Plan

Task;	Description of Task:
<i>Design</i>	<i>Drafting, 3-D Modeling, Designing</i>
<i>Building Assessment</i>	<i>Historic and/or ADA Building Assessments</i>
<i>Code Studies and Specifications</i>	<i>Specifications, Code Studies, Cost Estimating</i>

Timeframe

RFQ Posted: July 15, 2024

RFQ Submittal Deadline: August 14, 2024 by noon

Award Selected by: August 20, 2024

Project Start Date: September 3, 2024

Project Completion Date: November 21, 2024

Final Report, Documentation and Deliverables Due Date: December 19, 2024

Deliverables

	Activity	Performance Measures	Deliverable Date
	Development of Designs, building Assessments and Code Studies and Cost Estimates	Schematic Designs, historic and ADA Compliance building Assessments and Code Studies and Cost estimates delivered to the Town of Orange Planning Commission	December 19, 2024

SUBMISSION REQUIREMENTS

All responses to the RFQ shall include the following information:

1. **Cover Letter** - A letter of interest for the project.
2. **Statement of Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the proposed role of each consultant on the team. Also provide detailed information on each consultant, including the name of the firm, year established, and contact information.
3. **Summaries of relevant projects** – Describe relevant experience on similar projects for each firm and list the work experience of the individuals expected to be involved in the project. Include a minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
4. **Page Limit** - The proposal, encompassing items 1-3 above, shall not exceed 10 double-sided pages (20 total pages) including cover letter, project lists and contacts.

All information submitted becomes property of the *Town of Orange* upon submission. The municipality *Town of Orange* reserves the right to issue supplemental information or guidelines relating to the RFQ as well as make modifications to the RFQ or withdraw the RFQ.

Submission Requirements

Respondents should submit one (1) digital copy (PDF) of the proposal by *August 14, 2024, at Noon* to:

Municipality/Local Project Manager Contact Information

Town of Orange
Attn: *Eli Toohey*
toohey@cvregion.com

Please expect a confirmation email upon receipt of the qualifications by *Eli Toohey, Community Development Planner, Central Vermont Regional Planning Commission*

If you have any questions about this project or the RFQ, please address them in writing either via U.S. mail or email to *Eli Toohey toohey@cvregion.com* We will respond to all questions in writing within *7 business days*. Both the question and response will be shared with the other consultants.

Selection Process Qualifications will be reviewed by a selection committee comprised of representatives from *The Town of Orange*. Proposals for the project require a project approach, scope of services, schedule and budget with details on staffing, hourly costs and overhead.

RFQ Schedule Summary:

Qualifications due *August 14, 2024 by Noon*

Proposals due *August 14, 2024 by Noon*

Consultant selection by *August 20, 2024*

Project work to begin *September 2, 2024*

Complete project on or by *December 19, 2024*

Evaluation of Qualifications

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) - 85%
 - a. Experience
 - b. Ability
 - c. Knowledge
 - d. Understanding of project
 - e. Proven ability to work with committees and conduct public meetings
 - f. Availability to begin work on project start date
2. Quality, completeness and clarity of submission - 15%

Interview Framework

The *Town of Orange* reserves the right to select the top two to three highly scored consultants and invite them for an interview. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal.

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

Contract Requirements

The consultant contract will be subject to the terms of Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements). A sample contract meeting these requirements is available [here](#).