

**REQUEST FOR PROPOSALS**

**FOR**

**A FEASIBILITY STUDY FOR  
BUGBEE SENIOR CENTER**

**ISSUED BY:**

**TOWN OF HARTFORD**

**171 Bridge Street**

**White River Junction VT 05001**

**Date of Issue**

**March 13, 2023**

**Due Date for Proposal**

**April 12, 2023**

## I. INTRODUCTION

The Town of Hartford, Vermont is requesting proposals from qualified firms to complete a feasibility study for renovations of Bugbee Senior Center. The feasibility study is the first step in evaluating the viability of necessary renovations to improve accessibility, modernize mechanical systems, and adapt the program of the building to better fit current needs of the seniors who use the facility. The feasibility study will analyze and develop the desired alternative for renovations and improvements, consider both building and grounds, and develop a capital improvement plan to aid maintenance in the future.

Bugbee Senior Center is located at 262 North Main Street in White River Junction. The facility was built in 1978 and has been repaired and modified over the years. The building houses White River Council on Aging, a 501(c)(3) non-profit which operates the senior center, whose mission is to help adults age 60 and older remain independent and involved members of the community. The Center offers lunches, Meals on Wheels, senior activities, classes, social events, social services, and other programs for older adults. The building is also available to the community for bookings as a meeting space, outside of senior center operations.

Bugbee remains busier than ever as the Hartford area's median age continues to rise. Built in the 1970's before ADA, accessibility was not always prioritized, and the building and grounds can be challenging to navigate for people using wheelchairs, walkers, scooters, or who have other mobility impairments. The way the building is being used has changed, as well. As capacity continues to rise, storage space has become a premium. Meal counts are higher than they ever have been before and existing storage space and kitchen workspace is inadequate. Activity programming and technology has also changed and most areas are now being used as flexible, multipurpose spaces regardless of each room's original intention. The lobby and office area would also benefit from a reconfiguration that is more welcoming and that improves traffic flow during peak hours.

Additionally, much can be done to improve the energy efficiency of the building's envelope, insulation and mechanical systems. The Town has been implementing recommendations from a 2015 Energy Audit, but these have not been part of any formal plan and has resulted in some layers of defunct or unused equipment. The grounds around the building also present opportunities for greater accessibility and better use for senior center programming.

### SCOPE OF WORK

The feasibility report will provide a comprehensive guide for long term capital planning of the facility's building and grounds. Our goal is to have a plan that prioritizes:

- (1)** Accessibility, preferably full compliance with ADA standards across the building and grounds.
- (2)** Modernizing mechanical systems and decommissioning old equipment
- (3)** Reconfiguring the building to better reflect today's uses

The following shall be used as a guide for preparation of the architectural Feasibility Report:

- 1.** Documented needs for the facility

- 2. Existing facilities:** Describe, including condition, size inadequacy, suitability for continued use and other pertinent information. Include accessibility concerns/noncompliant issues. Include any structural evaluation reports, etc.
- 3. Site Plan**
  - a.** Schematic Site plan including existing contours (if available), trees and other natural features.
  - b.** Location of building(s), streets, walks, ramps, steps, curbs, parking, and related site improvements.
  - c.** Finish floor elevations.
  - d.** Proposed surface and subsurface drainage systems (on and offsite).
  - e.** Existing site utilities underground (on and off site).
  - f.** Include adjacent land use and building locations, flood plains, sight distances at streets, etc.
  - g.** Indicate existing rights-of-way and easements.
- 4. Construction Problems:** Indicate in detail – include information on items which may affect the cost of construction and/or acceptability of the site.
  - a.** Presence of rock.
  - b.** High water table or flood plain.
  - c.** Land fill or unstable soils.
  - d.** Natural gas and mineral rights (indicate owner or lessee).
  - e.** Hilly site or flat site (potential difficulty surface water drainage).
  - f.** Other
- 5. Preliminary Cost Estimate**
  - a.** Building Construction (including fixed equipment).
  - b.** Site Development.
  - c.** Land and Rights.
  - d.** Architect fees (Fixed Fee Amount) and NTE for reimbursable expenses.
  - e.** On site Resident Inspector during construction.
  - f.** Engineering Costs (explain).
  - g.** Construction testing, special inspections, and utility hook-ups.
  - h.** Hazardous testing and abatement.
  - i.** Movable equipment: Furnishings, fixtures, and equipment.
  - j.** Legal services.
  - k.** Performance & Payment Bonds
  - l.** Builder's Risk Insurance
  - m.** Interest during construction.
  - n.** Contingencies (10% of building construction and site development).
  - o.** Initial operating and maintenance.
  - p.** Initial reserve.
  - q.** Others (explain).
  - r.** Total of all above.
- 6. Procurement:** Include a description of the proposed procurement method. Competitive sealed bids, publicly advertised, will be required for construction projects using public funds.
- 7. Photographs:**
  - a.** Provide photographs of the site and adjacent areas.
  - b.** Include interior and exterior of the existing building and note location of any proposed addition(s).

8. Implementation: Include recommendations on phasing of construction projects & required funding to initiate each phase.
9. Conclusions and Recommendations: Include site suitability and/or possible alternatives to proposed plan.
10. Template for a Capital Improvement Plan to guide future maintenance following construction.

## **II. STANDARDS and DELIVERABLES:**

1. **The target completion date for the Feasibility Report is August 11, 2023.**
2. All documents should be provided in digital format (MS Word, MS PowerPoint, MS Excel).
3. All data, databases, reports, designs and materials, in digital format created under this project shall be transferred to the Town of Hartford upon completion of the project and become the property of the Town.
4. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed.
5. **Proposals shall include a timetable for completion of the Feasibility Report.**

## **III. ADMINISTRATIVE INSTRUCTIONS**

**A timely response to the deadline identified must be received for the SOLICITATION to be considered. Interested parties are required to submit information requests and/or questions in writing either by mail, or email, to:**

Gail Ostrout  
Town Manager  
Hartford Town Manager  
171 Bridge St  
White River Junction VT 05001  
gostrout@hartford-vt.org  
802-295-3002

**The deadline for submission is April 12, 2023 at 3:00 pm. Submittals received after this deadline will not be considered. Please write on the outside of the sealed envelope or box: "Proposal for Bugbee Senior Center Feasibility Study" and the name of the entity proposing. Six (6) copies of your submittal are required. Proposals will be opened at the Hartford Town Hall at 3:05pm on April 12, 2023. An electronic copy of the proposal shall be submitted after the proposal opening. Electronic copies will not be accepted prior to the proposal opening.**

**Proposals must remain valid for at least 60 days.**

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## **Mailing Address**

Hartford Town Manager  
171 Bridge St.  
White River Junction VT 05001

## **Physical Address for Delivery**

Hartford Town Manager  
171 Bridge St.  
White River Junction VT 05001

## **IV. PROPOSAL REQUIREMENTS**

The Proposal should demonstrate that the Proposer 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. In order to assist in the evaluation process, please include the following information in the technical proposal.

### **A. Cover Letter**

### **B. Statement of Qualifications**

1. **Contact Information** - List the name of the firm, address, contact person, phone number, and e-mail address.
2. **Professional Qualifications** – List the names of the principals of the firm and the qualifications of the project manager and key staff assigned to the project
3. **Firm's Capabilities** - Briefly describe three similar projects, which your firm has completed in the past three years. List the members of each project team and the role played by each member. Please provide references for each project.

### **C. Methodology**

Please provide a detailed explanation of how your firm would approach the work. It may include a description of tasks, products, milestones, and timetables. Task descriptions should fully discuss the steps to be followed in carrying out the work. Sufficient detail should be presented to show a clear understanding of the work and the proposed approach. A timetable should accompany the work description showing the expected sequence of tasks and resource requirements for both the contractor and the Town of Hartford.

## **D. Cost Proposal Requirements**

This is to be a lump sum proposal.

The work shall not be assigned or sublet without previous consent of the Town of Hartford. The contractor shall not either legally or equitable assign any of the moneys payable under this agreement, unless by and with the consent of the Town of Hartford.

## **V. Proposal Evaluation:**

**All proposals will be reviewed and scored based on the following:**

1. Understanding and approach to the project - 30%
2. Work plan proposal and timeline for completion – 10%
3. Demonstrated experience with projects of similar scope-30%
4. Qualifications and experience of proposed personnel -20%
5. Total price to complete the project as proposed -10%

### **The Town of Hartford Rights**

The Town of Hartford reserves the right to reject any or all proposals and to modify or issue changes to the original RFP. Any change will be distributed to all those originally issued the RFP.

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

## **V. ADDITIONAL REQUIREMENTS**

### **Equal Employment Opportunity**

The contractor shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375 and as supplemented by the Department of Labor regulations (41DFR Part 60). The Contractor shall comply with all the requirements of Title 21, V.S.A., Chapter 5, Subchapters 6 and 7, relating to fair employment practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

**Insurance**

The Contractor shall take out and maintain during the life of this project, such Comprehensive General Bodily Injury Liability Insurance and Property Damage Liability Insurance as shall protect them and any employee for personal injury, including accidental death, as well as, from claims for property damage, which may arise from operations under this project, whether such operations by themselves or by any employee or by anyone directly or indirectly employed by them. The contractor shall have minimum umbrella coverage of \$1,000,000 per occurrence.