



TOWN OF WINHALL  
VERMONT

115 Vermont Route 30  
P.O. Box 420  
Bondville, VT 05340

Tel: 802-297-2119  
[townadmin@winhall.org](mailto:townadmin@winhall.org)  
[www.winhall.org](http://www.winhall.org)

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## ***Request for Proposals ~ Construction of Highway Garage***

*August 4, 2014*

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### **Introduction**

The Town of Winhall is seeking proposals from qualified contractors for the construction of a Highway Garage for the Town of Winhall. The former Highway Garage, located at 64 Old Town Road, was destroyed by a fire in January and will be rebuilt on the same site. The scope of services is defined in this document, along with the drawings and project specifications prepared by Cotton-Belaski Architectural Service. Project drawings and specifications may be obtained via e-mail upon request to [townadmin@winhall.org](mailto:townadmin@winhall.org).

Proposals must be submitted electronically to [townadmin@winhall.org](mailto:townadmin@winhall.org) no later than 3:00PM on Friday, September 12, 2014. A pre-bid site meeting will be held at 64 Old Town Road in Winhall on Friday, August 22, 2014 at 10:00AM for all interested contractors. Proposals will only be accepted from contractors that attend the pre-bid site meeting.

### **Project Summary**

The project consists of construction of a 136'-0" x 56'-0" Highway Garage, to include all work for the building and work within five feet outside any footings or aprons. The work of other contracts is described in various contract documents, some of which are in the possession of the Town and are available for inspection by interested parties. Site work, including sewer to building, water, electric, and communications to within 5' of the building, shall be performed by other contractors.

### **Responses to this Request for Proposals should consist of:**

- 1) A letter expressing interest in working with the Town of Winhall on the project.
- 2) Identification of key personnel assigned to the project and qualifications relevant to the project.
- 3) A description of the proposal, including a description of the general approach to be taken toward completion of the project, a proposed schedule that indicates project milestones and overall time of completion, an explanation of any variances to the proposed scope of work as outlined in the project documents, and any insights into the project gained as a result of developing the proposal.
- 4) Proposed fee structure with detailed explanation of projected milestones and billing frequency; include costs per construction element through project completion.
- 5) Completed Contractor Qualification Statement (page 3 of this RFP).
- 6) Completed Bid Form (pages 9 and 10 of the specification document).
- 7) Any other information applicable to the project.

### **Submissions**

Proposals from interested parties must be received by the Winhall Town Administrator no later than **3:00PM on Friday, September 12, 2014**. Submissions must be e-mailed to [townadmin@winhall.org](mailto:townadmin@winhall.org). Contractors are responsible for confirming receipt of proposals by the Town of Winhall. Proposals will be evaluated based upon the contractor's experience, background, and ability to perform the requested services at an affordable price. Cost will not be the sole determining factor in the award of this contract. The Town of Winhall reserves the right to reject any proposal that does not meet the criteria specified in this RFP, is received after the deadline, or is not complete.

### **Questions**

All questions related to the project should be addressed to David Cotton via e-mail at [david@cottondesign.com](mailto:david@cottondesign.com) prior to 3:00PM on August 29, 2014. All questions with answers will then be compiled and distributed to interested contractors no later than September 5, 2014.

## **Project Schedule**

August 4, 2014	RFP Issued
August 22, 2014	Pre-Bid Site Meeting (Mandatory for any contractors planning to submit proposals)
August 29, 2014	Questions Due to Cotton-Belaski
September 5, 2014	Questions with Answers Distributed to Contractors
September 12, 2014	Proposals Due via E-Mail to Town Administrator By 3:00PM
September 17, 2014	Review and Evaluation of Proposals; Award of Contract
October 1, 2014	Project to Begin
April 1, 2015	Project Completion

## **Selection Criteria and Methodology**

Proposals will be reviewed at the designated time in the presence of one or more witnesses and a register of all applications will be prepared. The proposal opening shall not be open to the public, and the contents of the proposals shall be kept confidential until the evaluation process is complete. Finalists may be interviewed as part of the evaluation process. After the evaluation and interviews are completed, a contract may be awarded to the contractor submitting the proposal most favorable to the Town of Winhall.

Selection of the contractor will be based upon the following:

- Responsiveness of the written proposal in regard to the purpose and scope of the project.
- Reputation and professional qualifications of the specific individuals and firms assigned to complete the project.
- Experience with governmental entities in the completion of similar projects.
- Project cost.
- Demonstration of overall project understanding and insights into local conditions and potential issues.
- Demonstrated knowledge of project area.
- Clarity of the proposal and creativity/thoroughness in addressing the scope of work.
- Submission of a complete proposal with all elements required by the RFP.
- Proposal that best meets the overall needs of the Town of Winhall.

## **General Information**

Upon submission, all proposals become the property of the Town of Winhall (Town). There is no expressed or implied obligation for the Town to reimburse responding contractors for any expense incurred in preparing proposals in response to this request. The Town reserves the right to withdraw this Request for Proposals, to accept or reject any or all proposals, to advertise for new proposals if it is in the best interest of the Town to do so, and to award a contract as deemed to be in the best interest of the Town. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Town. This solicitation in no way obligates the Town to award a contract.

During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarification from proposing firms. At the discretion of the Select Board, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process. The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the contractor selected. The Town has the right to disclose information contained in the proposals after an award has been made. All reports, documents, and materials developed for this project shall be considered the property of the Town of Winhall.

The selected contractor shall comply with all applicable federal, state, and local laws and regulations in the performance of service. The selected contractor must be registered with the Office of the Secretary of State of Vermont and be certified to conduct business legally in the State of Vermont. The selected contractor must be insured, bonded, and in good standing with the State of Vermont. Certificate of Liability Insurance in the minimum amount of \$1,000,000 (certificate should name the Town of Winhall as an additional insured for the work the contractor will be doing). A Certificate of Workers' Compensation Insurance is required. The Federal W-9 Form will be completed and returned to the Town, if applicable.

The selection of a contractor shall be made without regard to race, color, sex, age, religion, national origin, sexual orientation, or political affiliation. The Town of Winhall is an Equal Opportunity Employer and encourages proposals from qualified minority and women-owned businesses. The contractor, its agents and assigns shall indemnify and hold harmless the Town, including but not limited to, its elected officials, its officers, and agents, from any and all claims made against the Town.



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**Construction of Highway Garage \* Contractor Qualification Statement \*** Date: \_\_\_\_\_

The undersigned certifies that the information provided herein is true and sufficiently complete as not to be misleading.

Company Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Signature: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Physical Address: \_\_\_\_\_  
\_\_\_\_\_

1. If you are the successful Bidder, will you be able to furnish the Owner with certificates of insurance in the amounts and manner indicated, as well as secure a Labor and Materials Bond and a Performance Bond, each in the amount of one hundred percent (100%) of the contract sum?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If NO, explain: \_\_\_\_\_
2. Have you ever not completed a project, or left a subcontractor or supplier unpaid for more than thirty (30) days after receipt of money paid for completed work?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, explain: \_\_\_\_\_
3. Please provide three (3) recent similar project references for the project manager that you propose to use. Include company name, contact person, telephone number, and e-mail.  
a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_
4. Are there any pending or outstanding judgments, claims, arbitration proceedings, or suits against your organization or its officers?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, explain: \_\_\_\_\_
5. Has your organization ever filed any lawsuits or requested arbitration relating to construction contracts?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, explain: \_\_\_\_\_
6. List major construction projects your organization has in-progress, giving name, owner, architect, contact information, contract amount, percent complete, and expected completion date.  
a) \_\_\_\_\_  
b) \_\_\_\_\_
7. What else should we know about your organization? \_\_\_\_\_