

**TOWN OF WESTFORD
REQUEST FOR PROPOSALS
TOWN OFFICE FEASIBILITY STUDY**

The Town of Westford is seeking proposals from qualified firms or individuals to provide consulting and engineering services for a feasibility study for the renovation or new construction of the town office building to meet current and future needs. The outcome of the feasibility study will be a conceptual plan (or selection of a preferred alternative and preliminary engineering with cost estimates) providing adequate office, meeting, and storage space, vault expansion, staff breakroom/kitchen, restrooms, onsite and/or offsite parking, pedestrian pathways, stormwater infrastructure, and landscaping. ARPA funds and/or town reserve funds will be used for this feasibility study.

I. PROJECT BACKGROUND

The Town Office and the Westford Public Library, formerly the town hall, are located on the same parcel. The office was built in 1970 and is a single story 1,248 square foot structure with a full basement. It is located at 1713 Vermont Route 128 on approximately half-an-acre, which is shared with the public library (separate building). The Town Office houses the Town Administrator, Town Clerk, Treasurer, Listers, and Planning & Zoning offices. It also serves as a meeting space for the Selectboard, Planning Commission, Development Review Board, Conservation Commission, Recreation Department, Cemetery Commission, and Board of Civil Authority and Abatement.

In 2015 town staff met to discuss the current and future needs of the office. Their observations indicated that the Town Office would run out of space in 8-10 years. In 2019 a consultant was hired to analyze the current layout to determine if any changes could be made to increase space concerns. The analysis provided very limited options within the confines of the existing structure.

II. SCOPE OF WORK

The selected firm shall:

1. Perform field visits to become familiar with existing conditions and environs, including but not limited to rights of way locations, septic system and drilled well locations and capacity, location of streams/wetlands, and disputed access located between town office and library;
2. Consider and incorporate all applicable ordinances and regulations into conceptual plans – including but not limited to the Westford Land Use & Development Regulations (specifically Form Based Code Overlay District, Water Resource Overlay District and Site Design & Engineering Standards) and State permit requirements - as applicable to both the building and site;
3. Meet with municipal staff, and other representatives as directed by the Selectboard or Town Administrator to develop and refine design, programmatic needs, and space requirements;
4. Assess the feasibility of and options for the exterior and interior renovation of the existing building – including expansion, if needed - as well as stand-alone new building options on the existing site;
5. Help the Selectboard, Town Administrator, and potentially the voters of the Town evaluate options and choose which option to develop;

6. Provide preliminary engineering (at least 30%), preliminary building elevations, and preliminary floor plan designs for the chosen option based on input from the Selectboard and Town Administrator;
7. Provide the Town with a cost estimate for building, site work and permits, and a draft timeline of major milestones for permitting and construction;
8. Identify all necessary permits (local, state and federal) with estimated costs;
9. Identify ADA compliance requirements with estimated costs;
10. Provide the Town with an estimated timeline of construction, including options for the temporary relocation of offices;
11. Communicate/provide progress updates with the Selectboard and Town Administrator on regular intervals.

III. REQUESTED AREAS OF EXPERTISE

The following is a list of requested areas of expertise of responding firms/individuals:

1. Experience in designing space for municipal services that is both functional and aesthetically pleasing;
2. Experience integrating form-based code in the exterior of the design;
3. Experience with an extensive renovation project with an emphasis on:
 - Cost effective and durable design
 - Energy efficiency retrofitting or new construction
 - “Green” building technology
 - Historic preservation
4. Experience with access and egress for vehicles and pedestrian traffic;
5. Expertise with pathways and landscaping in village settings;
6. Experience with identifying and applying for grants to renovate or construct new municipal offices;
7. Experience with publicly funded projects;
8. Experience with permitting in conformance with current building codes relating to municipal property, energy standards, and accessibility requirements under Section 504 of the Americans with Disabilities Act.

IV. RESPONSE FORMAT

1. To assist with the evaluation, please provide the following information:
2. Cover Letter - This section should provide a brief introduction along with an overview of the applicant’s understanding of the nature of the work and general approach to be taken.
3. Introduction to the architect and team
4. Qualifications and experience of Key Staff

- 5. References
- 6. Rate & Fee Schedule

Applicants shall submit at least three references familiar with the applicant’s ability, experience, and reliability in the performance and management of similar projects.

Rate & Fee Schedule Requirements

The Rate & Fee Schedule should present a table including hourly and overtime rates (as applicable) for all classification of personnel who may be utilized under this contract. Rate & Fee Schedule should also include the firm’s standard rates for any printed or other material costs likely to be incurred as part of the scope of work. The rates presented within the Request for Proposals will remain in effect for the duration of the contract.

Optional Site Visit & Questions

- An optional site visit is scheduled for Tuesday, August 23, 2022 at 9:00 a.m. at the Westford Town Office. Please enter the building to meet on the first floor.
- Any questions must be submitted in writing by 1:00 p.m. Friday, August 26, 2022 to Nanette Rogers, Town Administrator, townadmin@westfordvt.us
- All questions will be answered within one (1) week and sent to all respondents

Proposal Instructions

Proposals must be received by **12:00 p.m. on Friday, September 16, 2022** using one of the following methods:

1. Electronically - townadmin@westfordvt.us; or
2. USPS/UPS/FEDEX - Town of Westford, 1713 VT Route 128, Westford, VT 05494; or
3. Hand deliver to the Westford Town Office. There is a drop box available for after hours.

Proposals should be clearly labeled “*Westford Town Office Feasibility Study*” with the firm or individual’s name. Proposals received after that date and time will be rejected.

Each bidder shall honor the bid price until December 30, 2022. Upon award of the bid, the winning bidder shall be bound by the bid proposal price throughout the contract period.

V. SELECTION PROCESS

Proposals will be reviewed by the ARPA Committee and Selectboard. It is anticipated that a decision will be made in the fourth quarter of 2022 or the first quarter of 2023.

The Town of Westford 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 Westford also reserves the right to select the consultant that, in the best judgment of the Town of Westford will perform in a timely manner irrespective of the estimated fee for completing the project. The Town of Westford may also negotiate with consultants to modify or amend portions of their respective proposal.