



From: Bill Niquette, Development Manager
To: Interested Architecture Professionals

Re: **Request for Qualifications and Proposals (RFQ/RFP)**
Design Services Supporting Phase I Construction:
Black River Innovation Campus at Park Street
Springfield, Vermont

Date: **AS ISSUED January 4, 2024**

EXECUTIVE SUMMARY

Springfield Regional Development Corporation (SRDC/Owner) invites qualified architectural professionals to submit qualifications for a team (Team) to support the successful design coordination, bidding, and construction oversight of Phase One of the adaptive reuse of the former Park Street School in Springfield, VT as the “Black River Innovation Campus” (BRIC). The project requirements are summarized in this document. The successful team will have (1) direct experience in the adaptive reuse of historic buildings (preferably within Vermont), (2) be capable of providing and coordinating the services described herein, (3) demonstrate capacity and willingness to meet the schedule described.

PURPOSE

The purpose of this Request for Qualifications and Proposals (RFQ/P) is to identify teams interested in supporting this project, providing a framework for fair evaluation based on the criteria listed herein, and select the best match to meet the project needs.

SPONSOR BACKGROUND

SRDC has served as the front door for economic development in the ten towns of Southern Windsor County since 1992. They aid businesses of all sizes (as well as those looking to start a company), ranging from technical support to financing as well as direct involvement with important issues such as workforce development. They also have a long and successful track record of direct redevelopment efforts.

For more information about SRDC, visit springfielddevelopment.org.

THE PROJECT

The Springfield Regional Development Corporation (SRDC) is transforming the historic Park Street School in historic downtown Springfield, Vermont, for use by the Black River Innovation Campus (BRIC), a non-profit organization dedicated to hosting programs fostering entrepreneurship and job training programs to transition the regional workforce to transition to digital economy jobs leveraging available existing synchronous 10-gigabit broadband infrastructure. next-gen digital technologies, and providing office, studio and meeting space, and live-work spaces to digital innovators and entrepreneurs.

For more information on BRIC, see bricvt.org.

The building is a three-story building built originally in the 1890s with a wing added in the 1930s. It is on the National Register of Historic Places and is located on a 5.6-acre site that is a listed Brownfields site by the State of Vermont owing to urban soil contamination.

SRDC intends to execute the Project in three phases to support the adaptive reuse of the former school as a co-work and private offices, and live-work spaces for start-ups and individuals enrolled in BRIC.

For more information on the overall vision of the project, there is a [video providing an intro](#) to the project and a [schematic project video](#) that can also be found on the [SRDC website](#).

Phase I will focus on site remediation and improvements and will address code and ADA building deficiencies that limit its safe use. Phase II will focus on the shell restoration and interior fit up of the original 1890s building. The third phase will focus on restoration of a 1930s addition, restoring a gym and theater for town/community use.

Phase I consists of the following elements:

- (1) EXTERIOR: SITE REMEDIATION & IMPROVEMENTS: The project incorporates all elements of a Corrective Action Plan, approved by the State of Vermont, which are necessary to remediate the site for safe use. Detached and attached mechanical rooms and associated underground storage tanks will be removed, together with PAH contaminated building materials and surrounding soils, to be disposed in licensed landfills. New ADA-compliant parking and pedestrian improvements will meet local zoning requirements for restored use of the building while providing a barrier from exposure to soils permitted to remain on site. These site improvements will also bring the property into compliance with State stormwater regulations.
- (2) INTERIOR: LIFE-SAFETY & ADA COMPLIANCE: The building has a substantial list of code violations that have required code officials to issue orders that severely limit occupancy and use of the building. Phase I will address all these deficiencies through comprehensive removal of hazardous building materials (primarily asbestos), a new electrical service, full NFPA 13 compliant sprinklers throughout the building, a new fire alarm system, and compliant fire doors and hardware in all egress paths. In addition to ADA site

improvements described above, a new centrally located elevator and installation of new access hardware and signage will bring the building into interior compliance.

- (3) BASELINE HVAC: New electric steam boilers will replace 1940s era coal boilers using existing distribution. Phases II and III will introduce additional energy efficiency and HVAC improvements.

The project site and scope are described in plans by Engineering Ventures and gbA Architects dated September 2020, and as used to obtain local zoning and state land use approvals.

The Owner will retain responsibility for compliance with local, state, and federal grant compliance and land use approvals.

SCOPE OF WORK: REQUIRED PROJECT ELEMENTS

SUMMARY

SRDC wants to begin implementation of Phase I early in 2024 to comply with various grant requirements and to aid in the raising of funds for future phases. Phase I allows SRDC to bring the property into environmental and code compliance while expending the grant funds that it has been awarded to date. Teams providing the most efficient path to this goal will be prioritized.

- 1) Teams should review available plans and performance specifications and propose in a short narrative how they would prioritize the development of bid packages based on plans in hand. For example, the Owner currently feels that the following could be bid based on existing information:
 - Exterior civil/site package
 - Asbestos Remediation (interior)
 - New electrical service (design-build)
- 2) A performance specification for sprinklers suitable for bid is available for design-build bid. However, a demolition plan must be developed and implemented before it can be fully installed to serve the intended building uses. The proposal response should outline the resources and timing required to accomplish this task.
- 3) One or more visits with state code officials will be required to coordinate egress path and fire alarm improvements required to bring the building into code compliance.
- 4) A complete architectural design services for the installation of a new elevator (prepare and construct a shaft, install elevator) as a stand-alone project.
- 5) Provide building envelope and energy modeling services to identify base load building needs. Prepare a performance spec sufficient for design-build bidding of electric boilers to support the base building load.

The project budget should include sufficient hours for each task.

For each proposed element of the work, the Team should include time for completing any necessary design and coordination, create bid packages, coordinate bid process, support value management and/or suggest phasing of work that may be required depending upon bid results and available funding, and provide typical construction administration services on behalf of the Owner.

EXAMPLE PROPOSAL PATH

SRDC offers the following breakdown or path to implementing Phase I based on its current understanding of the documents it has available. Teams are encouraged to review this plan but are free to propose the implementation of Phase I work in any order they feel best meets the project objectives.

BID PACKAGE #1: New Electrical Service

Baseline: Use existing Basis of Design and Performance spec by Engineering Services of Vermont.

BID PACKAGE #2: Hazardous Material Remediation

Baseline: Using specification currently under development by Westin and Sampson and LE Environmental.

BID PACKAGE #3: Site/Civil/Landscape

Baseline: Use the existing permit set by Engineering Ventures and Wagner Hodgson. EV has indicated that the plans can be bid with a few hours of additional specification detail.

BID PACKAGE #4a: Sprinkler (design-build)

Baseline: Use the existing performance specification to solicit design-build bids for provision of NFPA 13 sprinklers throughout. Select a contractor and finalize design while demolition plan is completed and implemented.

BID PACKAGE #4b: Interior Demolition

Develop interior demolition plans and outline specifications with sufficient detail to allow contractors to bid removing dropped ceilings, window treatments, stair enclosures around ceremonial stairs to permit the sprinklers to be installed in the correct locations.

BID PACKAGE 5: Fire Alarm and Life Safety Improvements

Develop code compliance plans showing compliant egress paths. Visit with code officials to confirm additional compliance needs (e.g., any required egress door or hardware upgrades required for compliance). Develop outline specification for new fire alarm system suitable for design-build bid.

BID PACKAGE #6: Elevator

Provide comprehensive architectural design for the construction of an elevator in the location shown on the gbA plans, including demolition plans, shaft wall details, etc. Depending upon vendor interest, consider a design-build bid approach before developing detailed plans for bid.

BID PACKAGE #7: HVAC

Provide building envelope analysis and building modeling to allow appropriate sizing of electric boilers to supply base heat to the building after the removal of the coal boilers in Bid Package #1.

TEAM

The Owner expects a successful team will include the following elements. Where services are not available in-house identify the subconsultant and project lead for each. This is not intended as an exhaustive list but rather a guide to the services the Owner will be required.

- Architect
- Civil Engineer
- Structural Engineer
- Mechanical Engineer
- Landscape Architect
- Electrical Engineer
- Mechanical Engineer
- Fire Protection Engineer
- Commissioning Agent (Building Envelope)
- Building Modeling Services

Other consultants may be added to the design team as part of subsequent phases, to be determined.

- Construction Manager (Pre-Construction, Logistics, Estimating)
- Sustainability Consultant
- Energy Modeling
- Furniture and/or Interior Design
- Cost Estimator
- Commissioning Agent (Building Systems)

PHASES

Springfield Regional Development Corporation may elect to proceed with the design team in subsequent phases. The schedule and fee for this will be determined as funding opportunities allow, but the intent is to proceed with design of Phase II in Spring 2024 and design of Phase III in late Summer 2024. Reasonable durations for these Phases would be established at a future date.

COORDINATION

It is expected that all members of the design team will coordinate, work constructively with, or provide exhibits to the Owner, its Development Manager, and consultants as is appropriate to support any customary development areas excluded from this proposal, including but not limited to land use approvals, grant compliance and administration, and ongoing fundraising efforts. These efforts were not explicitly called out the proposal are to be billed as additional work.

PROJECT SCHEDULE

The SRDC aims to award this design work in January based on the schedule provided below.

SRDC wishes to develop and deploy initial bid packages for work where design is completed in February 2024 with an aim to award this initial phase on or before March 31, 2024.

For areas where additional design is required (i.e., elevator), teams are asked to provide in their response the durations they will reasonably require to complete this work efficiently.

RFQ/RFP SCHEDULE

January 4, 2024:	Issue RFP
January 12, 2024:	Last day for Requests for Information. Responses to all RFIs will be provided to all parties within 48 hours of receipt.
January 19, 2024:	Proposals due by electronic submittal not later than 5pm.
January 23, 2024:	Shortlisted firms notified by 5pm
January 25, 2024:	Interview (MS Teams)
January 26, 2024:	Award notification

PROPOSAL: FORMAT

- All proposals shall be made electronically, in PDF format.
- No paper proposals or addenda will be reviewed.
- There is no required format for proposals.
- Teams are encouraged to provide the Required Elements in the manner that is simplest and most efficient to them. Links to online information (e.g., firm background, resumes, etc.) are accepted and encouraged.
- Proposals will not be judged on the length or formatting of the proposal itself. Any format that conveys the Required Elements is acceptable.

PROPOSAL: REQUIRED ELEMENTS

Proposals must include direct information or links to the following information:

Project Team and Key Personnel

- Architect firm profile
 - Identify or highlight adaptive reuse projects for historic buildings most comparable to this effort.
 - Identify Project Lead and key personnel that will interface with Owner and provide a resume for each.

- Identify all subcontractors that will make up the project team and provide firm profile for each.
 - Identify previous experience working with these subs where appropriate.
 - Identify key personnel that will work on this project.
- References
 - Provide at least one (and not more than three) references for the Architect.
 - Provide at least one (and not more than three) references for the Project Lead as an individual.
- Identify major projects being undertaken by the firm in 2024 and provide evidence that the firm and Project Lead have capacity to undertake this work upon award.

Attachments

- Legal History: Disclose has been found liable in a legal action in the past 10 years, or if the firm is currently engaged in legal action.
- Failure to Complete Record: Identify any instances in the past ten years where Architect has been terminated or failed to complete work on a project.
- Financial Stability: Provide evidence of the Architect’s financial stability.
- Insurance Capacity: Provide evidence of the Architect’s capacity to provide liability insurance.
- 2024 Rate Sheet. Provide hourly rates for all proposed personnel as well as policies for billing of materials, travel, and incidentals.

Project Budget / Fee Proposal

The Owner currently intends to make an offer of indefinite engagement to the successful Architect/Team. Teams may provide a fixed cost by project element or a budget providing an estimated time required to accomplish each task at proposed rates.

Proposals will be evaluated as to (1) whether the rates offered are commercially reasonable and (2) whether the time allocated to each task shows is sufficient for the task.

Please indicate if the Project Lead or key personnel must bill for travel to attend onsite meetings, and in such cases provide expectations for travel expenses on a per-onsite meeting basis.

PROPOSAL EVALUATION CRITERIA

Proposals received will be evaluate by the SRDC as follows:

- TEAM RELEVANT EXPERIENCE: Does the firm demonstrate specific experience coordinating adaptive reuse of historic buildings on brownfields sites in Vermont on a similar scale?
- PROJECT LEAD AND KEY PERSONNEL RELEVANT EXPERIENCE: Same question, for key personnel?
- CAPACITY/SCHEDULE Has the team demonstrated capacity and willingness to start work immediately and prioritize the job through completion.
- TEAM EXPERIENCE Has the design team worked together successfully before?

- FEE Are the proposed hourly rates commercially reasonable? Do the time budgets reflect a reasonable understanding of the tasks requested?

PROJECT DELIVERY MODEL

To maximize opportunities for local and regional contractors to participate, SRDC currently intends to bid the projects developed by the Team separately in components (Site, Asbestos, Elevator, Code Improvements, etc.) and will retain construction management and owner's rep services on a time and materials basis outside the scope of this project.

The Owner is open to other models that a Team might suggest and reserves the right to pivot to a GC or CM at risk model in its sole discretion.

BIM

If the Team does not intend to utilize building information model (BIM) software to coordinate between disciplines, please indicate in your proposal how reasonable coordination will otherwise be accomplished.

GRANT REQUIREMENTS

The Owner reserves the right to modify the scope of the work awarded to reflect the evolving requirements of the various state and federal grant agreements being finalized to fund this project in its sole discretion. In the event such adjustments are required the Owner understands and appreciates that certain schedule and cost impacts will occur.

AVAILABLE PROJECT DOCUMENTS

- Project Narrative for Black River Innovation Campus at Park Street
- Permit Plans prepared by gbA Architects and Engineering Ventures dated September 2020.
- Corrective Action Plan by LE Environmental
- Performance Specifications for Sprinkler
- Performance Specifications for new electrical service.

These files will be available for download [here](#) via Google Drive until January 19, 2024. Parties that have accessed the files will be notified if any additional files are added.

REQUESTS FOR INFORMATION / CONTACT INFO

All RFIs should be directed by electronic communication to Bill Niquette with a copy to Bob Flint at the email addresses provided below.

Bill Niquette
Development Manager
billniquette@gmail.com

Bob Flint
SRDC President
bob@springfielddevelopment.org

(802) 238-9718

(802) 885-3061

PROPOSALS TO BE SUBMITTED ELECTRONICALLY

Responses will be accepted by electronic transmission only, in PDF format. A single PDF binder is preferred, but multiple files are allowed. The files may be emailed directly to billniquette@gmail.com, or an email provided to that address may contain a link to a file-sharing system that contains the proposal (e.g. Dropbox or similar). **No paper submittals or supplements will be considered.**

SUBMITTAL DEADLINE

SRDC will consider proposals received **on or before 5pm on January 19, 2024**, and will provide email confirmation of any proposals received within 24 hours.

IMPORTANT DISCLAIMERS

- SRDC reserves the right to modify the proposal, reject any or all bids, and reserves the right to cancel this process without moving forward with any candidate.
- This RFQ/RFP document is not an offer to enter into a contract.
- No compensation is being offered to any candidate in exchange for assembling a response to this RFP.
- The proposal is for an indefinite engagement that may be modified or terminated at any time in the sole discretion of SRDC.

<END OF RFQ/RFP>