



MARBLE VALLEY REGIONAL TRANSIT DISTRICT

Request for Proposals

Architectural Services

For the Design and Construction Administration of an Administrative Office Building for Marble Valley Regional Transit District

June 11, 2021

Project Background

Marble Valley Regional Transit District (MVRTD), in partnership with the Vermont Agency of Transportation (VTrans) has received funding from the Federal Transit Administration (FTA), for the design and construction of an Administrative Office Building in Rutland, Vermont.

The purpose of the RFP is to solicit statements of qualifications and proposals from qualified Architectural Firms interested in providing MVRTD with complete design services for their new Administration Building to be located at 165 Spruce Street, Rutland VT. The project will be approximately 10,000 square feet for administrative and operations office space. Currently there is a 2,000 square foot, two story dwelling on this site that will be demolished.

MVRTD has retained Jay Labare of APEX Consulting as their owner project manager (OPM).

Preliminary Project Timeline

Select Civil Engineer	June 17, 2021
Select Architect	July 16, 2021
Project design and bidding	August 2021 to February 2022
Groundbreaking	April 2022
Occupancy	January 2023

Scope of Services and Deliverables

The Scope of Services presented below is intended only to illustrate the services likely needed.

The MVRTD requires a licensed architect to provide complete design services for the MVRTD Administration Building Project. The architect or architectural firm for the project will be working collaboratively with the MVRTD project team. The selected architect shall conduct and coordinate all tasks related to the complete design of the project. In addition to the design of the facilities, the architect or appropriate representative shall attend all necessary public and private meetings and make presentations, including presentations to MVRTD staff, as necessary. Any sub-consultants required to perform services shall work directly for the architect, and the architect shall be responsible for directing and coordinating their work, herein after called the A & E team. The MVRTD will be responsible for acquiring the geological services for the project.

A. Conceptual / Schematic Design

During this phase, the A & E team will meet with MVRTD staff, facilities team, and other stakeholders to receive their input. The A & E team will conduct an initial Schematic Design/Scope Validation work session. Based on the input received, the A & E team will then develop a schematic design. The schematic design documents shall incorporate the information gathered through existing information and site measurements and shall represent the scale and relationship of the project components. These documents shall be used to determine areas, area relationships, volume, or other units necessary to calculate the project requirements. At a minimum, this will include the following:

1. Space plan including area square feet calculations.
2. ADA analysis.
3. Architectural drawings (site plan, floor plans, sections, elevations, etc.).
4. Proposed material boards (material samples, color strike offs, renderings, perspectives).
5. Preliminary landscaping and parking plans.
6. Minimum of 3 renderings or a 3D model depicting overall look and feel of building and interior.

B. Design Development

Upon approval of the schematic design by MVRTD, the architect shall update all schematic design documents and prepare design development documents consisting of drawings and other necessary documents which describe the size and character of the interior design, the appropriate engineering for the project and all other systems and components which are appropriate for the building. Detailed architectural drawings, including floor plans, roof plans, elevations, sections, and schedules (windows, finishes, etc.) shall be provided. Architect shall provide recommendations for furniture, fixtures, equipment, and layout. The architect shall prepare outline specifications, including an index and technical sections. The architect shall conduct a meeting(s) with the MVRTD project team to review all documents.

C. Construction Documentation

Upon approval of the design development documents by MVRTD, the architect shall update all of the design development documents and prepare the construction documents. These documents shall include plans and specifications that in detail set forth the requirements for construction. The architect shall provide all drawings and specifications, including but not limited to landscape, architectural, structural, plumbing, HVAC, electrical, an index and

construction documents. The architect shall incorporate the civil drawings and specifications prepared by the MVRTD civil engineer into the bidding set of documents. Structural, mechanical, and electrical calculations and energy analysis shall be included. The architect shall provide a Letter of Assurance attesting that the documents are complete and ready to bid. The architect will have the construction drawings signed and stamped by a design professional, prepare the required documents for Public Bid by qualified General Contractors, and lead the MVRTD project team in submitting these documents for all permit applications and in obtaining the permits. The MVRTD will pay all permit fees.

D. Bidding Phase

The architect (with MVRTD's input) shall prepare a complete set of Bidding Documents for Public Bid. The architect shall be responsible for preparing any clarifications or addendums during the bidding process. The MVRTD shall arrange for the distribution of the construction documents to the general contractors during the bidding process. The architect shall assist the MVRTD project team in the review and evaluation of the bids, if requested by the MRTD. The architect and consultants shall attend pre-bid conferences and site visits with potential bidders, as requested. The documents produced by the architect for the project shall become the property of the MVRTD. All work shall, comply with applicable State, Federal, and local laws and requirements including VTrans and FTA.

E. Construction Administration & Inspection

The construction administration services provided by the A&E team will require at least one qualified individual to provide construction oversight services. The A & E team shall review and make determinations regarding contractors' Shop Drawings, Submittals, Requests for Information (RFI's), product substitutions, change orders and other related documents. The Consultant shall attend the bi-monthly or weekly (depending on need) construction meetings during construction. The Consultant shall review Contractor's Payment Request for accuracy. The Consultant shall review construction change order requests and assist MVRTD with any negotiations.

F. Project Closeout

The Consultant(s) shall assure the contractor is recording and maintaining a set of "As-Built" drawings that will be finalized into a formal AutoCAD set and delivered electronically at the completion of the project. A final electronic copy of the construction specifications shall also be provided to the MVRTD. The consultant(s) shall review all project closeout documents submitted by the contractor.

G. Miscellaneous Requirements

1. Provide documents for cost estimating at the 30% and 90% level of design.
2. Work with the MVRTD project team to manage any necessary value engineering. Define Add Alternates and Deducts for the Invitation for Bids (IFB).
3. Review project delivery methods with the MVRTD project team.
4. Review energy saving design options with the MVRTD project team.

Insurance

Provide evidence of reasonable and sufficient insurance (in amount of coverage, size of deductible, and strength of insurer) covering:

1. Commercial General Liability insurance (for loss to persons and property) in an amount of at least \$1,000,000 per event and \$2,000,000 aggregate.
2. Professional Liability insurance (errors and omissions) in an amount of at least \$1,000,000.
3. Workers Compensation insurance to meet State of Vermont requirements.
4. Other insurance as may be reasonable and customary for this project.

MVRTD must be listed as the named insured on the certificate of insurance (COI), together with the effective date.

Licensing

Supply evidence of all licenses, permits, and certificates required by or possessed under applicable law for the architect to provide the goods and/or services and conduct business as currently conducted and to be conducted during the term of the contract. If the Vendor is not a Vermont entity, it must show evidence that it is qualified to do business within the state.

Experience Desired

Architects should have at least five (5) years' experience with federally funded construction projects (FTA) and the requirements related therewith as well as local and state code requirements.

Each member of the architectural and engineering team (A & E Team) should have demonstrated expertise in the work content areas described in the above Scope of Work. Experience should be articulated clearly but succinctly in the RFP submittal.

The A & E Team need not be local, but must be available to visit jobsite, attend meetings and confer at critical junctures with staff, board committees or the full board, either in person, by phone, video conferencing, or other agreed-upon channels of communications. MVRTD reserves the right to request in-person meetings when other options are not suitable.

MVRTD's Responsibilities during the Project

1. Provide A & E Team with available data and background information on land and buildings.
2. Provide a Facility Committee to meet with the project team to receive updates and provide timely feedback and decisions required in completing the project. MVRTD's Human Resource Manager will be responsible for calling meetings, preparing agendas, and circulating materials to Committee members.
3. Manage and administer project activities with the PM, Project Team, Facility Committee, MVRTD Board of Directors, City of Rutland, FTA and VTrans officials, as necessary.
4. Coordinate public participation throughout the duration of the project.
5. Review draft documents and provide recommendations.

Architectural Firm Selection Timeline

Issue RFP	June 11, 2021
Questions due date:	June 21, 2021
Proposals due:	July 2, 2021, 12:00 PM
Architectural firm interviews:	July 12, 2021
Architectural firm selected:	July 16, 2021

Fee Proposal

The fee is to be broken down as follows.

- A. Conceptual / Schematic Design**
- B. Design Development**
- C. Construction Documentation & Bidding Phase**
- D. Construction Administration, Inspection & Project Closeout**
- E. Reimbursables for each task listed above.**

Include a list of hourly billing rates including names and titles of ALL personnel to be used by the firm and billed to MVRTD during this project. Include time, materials, travel, and other expenses, which may be associated with the duties and obligations under this Request for Proposal in the Reimbursable Estimate.

Costs other than hourly rates such as bulk photocopying, postage etc. may be documented and billed at actual cost as reimbursables. Mileage may be reimbursed at the federal mileage reimbursement rate. Travel time will not be reimbursed. Maintenance of office equipment, overhead, insurance, etc. must be included in hourly rates.

Proposals must be valid for a minimum of sixty (60) days from the date of submittal.

Questions

All questions related to this RFP will be addressed to Jay Labare at, jlabare@apexconsulting-llc.com, and copied to Jennifer Ellis, Human Resource Manager of MVRTD at, Jen@thebus.com. The deadline for receipt of questions is noted in the Architectural Firm Selection Timeline above. Verbal information provided by any member of the project team or staff of MVRTD shall not be considered binding.

Deadline for Submitting Proposals

Proposals must be clearly marked "MVRTD Administrative Office – Architect" and emailed to Jay Labare at, jlabare@apexconsulting-llc.com and Jennifer Ellis at Jen@thebus.com by July 2, 2021, 12:00 PM. Late proposals will not be opened or considered, unless MVRTD determines there is mishandling on the part of MVRTD.

Ownership of Reports and Documents

MVRTD shall retain ownership of all paper and electronic reports, estimates, surveys, maps, drawings, and any other documents produced as part of this work. Any future use by MVRTD of these documents shall be unrestricted.

Payment

MVRTD will reimburse the architectural firm for completed work within 30 days after acceptance of work.

Contract Term

The initial assignment shall be from date of award until acceptance of the work. Additional assignments, if any, shall be issued as separate written task orders and will be initiated within five years of the date of award of this initial assignment.

Non-Exclusivity

MVRTD may retain other engineering firms or associated businesses at its sole discretion at any time during the term of this agreement.

Form of Contract

MVRTD intends for this request for proposals and the architect's proposal to serve as the contract in conjunction with the General and Special Contract Provisions attached. MVRTD does not intend to prepare a separate contract document. If a contract is awarded under this RFP, the selected contractor will be required to adhere to the attached General Contract Provisions and Special Contract Provisions. Any proposed exceptions to MVRTD's RFP, General and Special Contract provisions shall be explicitly noted in the architect's proposal delineated as "Proposed Exceptions to MVRTD's requirements." Any proposed changes or elimination of language in MVRTD's RFP shall be returned with the architect's proposal with proposed changes and eliminations clearly noted.

Miscellaneous Terms

1. All proposals submitted in response to this RFP become the property of MVRTD. MVRTD has the right to disclose information contained in the proposals after an award has been made.
2. All products and borrowed materials shall be delivered to MVRTD's Facility Committee prior to final payment.
3. MVRTD reserves the right to withdraw this RFP, to waive minor irregularities in proposals, to accept or reject any or all proposals, and/or to advertise for new proposals if it is in the best interest of MVRTD to do so, and to award a contract as deemed to be in the best interest of MVRTD.
4. MVRTD reserves the right to request additional information or interviews from any and all firms submitting proposals.

Proposal Contents

1. Process and Methodology: A discussion of approach to the project including a review of the

preliminary project timeline.

2. Background, Qualification, and Experience: A brief description, history and structure of the firm or individual submitting the proposal. The resume of the primary contact, as well as the resumes of other personnel who may be assigned to work with MVRTD including their certifications, work history areas of responsibility, and a statement of their expertise and experience related to this type of project.
3. Representative Projects: Prepare a list of five representative projects completed in the last five years including: role in project, project budget, owner name, brief project description, and contact information for project team.
4. Exceptions: Disclose all exceptions to the MVRTD terms and provisions.
5. Registration and licensing with the Vermont Secretary of State: Please submit a copy of registration and license.
6. References: A minimum of five (5) references for services provided as an architect within the last years five (5) years. List should include names, addresses, telephone numbers, FAX numbers and e-mail addresses. MVRTD reserves the right to contact the references and review past performance of any proposer with respect to performance of their work on similar projects, including references that are not listed.
7. Clear statement of approach to the project.
8. Description of work product to be delivered for each element of the scope of work indicating job title of participants, the number of hours anticipated for each and total cost for each element.
9. Hourly rate sheet.
10. List of client requirements.
11. Indicate a designated person of contact for all communications related to the RFP process.
12. Signed Contract Provisions:
 - a. General Contract Provisions
 - Attachment A *Affidavit of Non-Collusion*
 - Attachment B *Firm Information for MVRTD Bidders List*
 - b. Special Contract Provisions.
 - Attachment #1 *Lobbying Certification*
 - Attachment #2 *Debarment*
 - Attachment #3 *Addenda received*

Selection Criteria

MVRTD reserves the right to reject all proposals received because of this RFP. If a proposal is selected, it will be the most advantageous and best value to MVRTD based on the selection criteria outlined below. MVRTD intends to award a contract to the applicant who is deemed to best meet MVRTD's project needs and will not award a contract based solely on the lowest price proposal. As

noted in the selection criteria, the proposal price is only one component of the selection criteria and not the primary basis of selection. The selection criteria, listed in relative priority, are as follows:

1. Past performance, references, and ability to deliver projects on-time, within budget, and within specifications.
2. Knowledge and relevant experience of firm and primary individuals proposed to work on MVRTD's project.
3. Previous experience working with federally funded projects.
4. Fee Proposal.

Attachments to RFP

MVRTD General Contract Provisions

- **Attachment A** *Affidavit of Non-Collusion*
- **Attachment B** *Firm Information for MVRTD Bidders List*

MVRTD Special Contract Provisions with the following signed attachments

- **Attachment #1** *Lobbying Certification*
- **Attachment #2** *Debarment*
- **Attachment #3** *Addenda received*