

**REQUEST FOR PROPOSALS  
FOR CONSTRUCTION MANAGEMENT SERVICES**

**Central Vermont Solid Waste Management District  
HHW Addition and renovations to administrative Office Building**

From: Central Vermont Solid Waste Management District (CVSWMD) Attn: Theron Lay-Sleeper  
Wiemann Lamphere Architects (WLA) Attn: David Roy

Date: April 19, 2024

**I. REQUEST FOR CONSTRUCTION MANAGEMENT PROPOSALS**

Central Vermont Solid Waste Management District and Wiemann Lamphere Architects, Inc. are hereby seeking proposals of contractors for Construction Management (CM) services as outlined in this Request for Proposals (RFP).

The project site is located at 300 Granger Road in Berlin VT and is a proposed site for the CVSWMD Household Hazardous Waste (HHW) management and Recycling operations for the future. The CVSWMD is doing due-diligence with the intent to close on the property in June 2024.

The project will consist of an addition to an existing pre-engineered metal building structure used for equipment storage, and a renovation to a small administrative office on the same site. The site has existing municipal water service, municipal wastewater & electrical service at the location. Improvements will be required to those systems which will be managed by CVSWMD independently.

The addition for the HHW facility will be 1,800 SF (see attached plans). The renovation to a single-story wood frame building (with basement) will also be required to support the operational requirements of the CVSWMD.

The project is currently in the Permitting phase with the City of Berlin. Permits are anticipated to be in hand by June 1, 2024.

The Construction Manager (CM) will take the Engineering Plans and secure contract vendors to successfully complete the project within the project construction schedule detailed below. One goal of this process is to utilize the CM's knowledge of current market conditions to work with the design team and work force to optimize the design for cost, constructability, and product availability. Verification of the project design estimate and continued analysis of the project costs at each phase is an expectation of the CM.

**A. Budget**

The preliminary project construction budget is \$1 million (MM). This number does not include budget amounts for electrical service connection, municipal water supply connection & municipal wastewater connection, permitting, architectural and engineering fees.

**B. Construction Time Line**

It is anticipated that construction could start July 1, 2024 and needs to be completed by June 30, 2025.

## **II. QUALIFICATIONS**

### **A. Firm**

1. Provide a brief description of your firm's size, capabilities, people and business approach.
2. Provide evidence of financial strength and manpower required to complete the project. Provide an AIA 305 Qualification Statement.
3. Provide a list of five customer and five trade references. Include addresses and telephone numbers.
4. Describe the extent of your firm's experience involving comparable projects utilizing the Construction Management (CM) delivery process.
5. Provide evidence that your firm is able to secure a 100% Payment and Performance Bond in the form of a letter from your bonding company. Provide your cost for bonding the project assuming \$1 MM total construction cost.
6. Describe your firm's safety program and record. Explain your system of enforcement with your own forces and subcontractors. Explain the safety protocols to be put in place and their conformance with OSHA and local code requirements as well as health and safety regulations. Explain any OSHA and/or local code violations your firm may have received in the past five years.

### **B. Team**

1. Describe how you will structure your team and identify who the members will be including but not limited to Project Executive, Project Manager, Superintendent, Estimator, Pre-Construction Services Lead. Provide resumes and relevant experience of each.
2. Provide evidence of consistently accurate estimating during the design phase and the ability to complete the construction phase within the budget given in the design phase. If your firm has a full-time dedicated "in house" estimating staff, provide resumes for this staff. Provide an example estimate on a similar past project.
3. Describe any capabilities your firm may have related to self-performance of work and in what instances or scopes of work may be involved. Include information on how those services are part of a fair and competitive bidding process.
4. Provide a copy of your insurance coverage. Including General Liability, Worker's Compensation and Builder's Risk.

### **C. Services**

1. Describe your approach to working with the Owner, Design Team, and subcontractors.
2. Provide an appendix detailing the pre-construction scope of services to be provided including but not limited to:
  - Initial verification of SD estimate of probable cost;
  - Provide a 100% DD set estimate of probable cost;
  - Participate in meetings with the Owner and A/E team;
  - Constructability review and value management participation throughout the process;
  - Provide input on the timing, construction phasing and schedule of the project; and
  - Provide an updated estimate of probable cost at 75% CD.
3. Provide information detailing the scope and duration of services to be provided during bid and construction phases. What special methods/techniques do you employ? The following items outline a guide to be used as CM for scope of services during bid and construction phases, but is not intended to be all inclusive:
  - Solicit a minimum of three bids for each trade. Contracts with subs will be between sub and CM, and must include language per VTANR, to be provided by CVSWMD;
  - Bid Package coordination;
  - Procure list of subcontractors to bid on the project and review with Architect and Owner, prepare bid requests, and assess submission for scope, clarity and cost;
  - Identify and coordinate long lead time material and/or equipment items;
  - Constructability review and value management participation throughout the process;
  - Establish and maintain an on-site office during Construction;
  - Lead weekly construction meetings and distribute minutes of the meeting;
  - Coordinate all utility work with affected utilities;
  - Provide field coordination;
  - Provide construction scheduling;
  - Manage all construction sub-contractors in the field;
  - Coordinate with all Owner's vendors;
  - Review and validate any T&M work;
  - Review contractor change requests and make recommendations to the Owner and Architect;
  - Manage shop drawing and submittal process;
  - Assure that record drawings (as-builts) are kept current;
  - Maintain a file of all project documentation, submittals etc. to be given to Owner at project completion;
  - Coordinate punch list inspections with the A/E team and closeout of punch list items; and

- Lead weekly construction meetings and maintain budget and schedule updates to present at those meetings and schedule updates to present at those meetings.
4. How will your firm ensure quality workmanship and material? Describe the system that is in place to ensure good workmanship and installation of proper materials and equipment by your own forces and the subcontractors.
  5. Describe your firm's approach to managing change orders and requests for them.

### **III. Fees**

1. Provide a fixed, lump sum fee for overall pre-construction services and estimating based on the aforementioned preconstruction scope of services.
2. Provide a fixed, lump sum fee for General Conditions including a line-item breakdown identifying services provide by the GC or by others.
3. Provide a construction management fee percentage for the project assuming a \$1 MM construction package.
4. Indicate your percentage mark-up for change orders.

### **IV. Evaluation and selection process**

1. Responses shall be provided in two (2) separate PDF documents and submitted via email. The first document shall be titled "Qualifications" and contain the information requested in Section II, sub-sections A ("Firm"), B ("Team") and C ("Services"); the second document shall be titled "Fees" and contain the information requested in Section III ("Fees").
2. CVSWMD and the design team will review the submittals utilizing a framework for scoring the proposals.
3. There will not be a formal site visit scheduled; however, if one is requested, it will be conducted at a date and time that works for all.
4. Questions may be directed to David Roy, on or before Friday, \_\_ May 3rd \_\_ @ 12:00 noon. Responses to questions will be distributed to all applicants and posted to [www.cvswwmd.org/employment--rfps](http://www.cvswwmd.org/employment--rfps) by May \_\_10<sup>th</sup> \_\_, 2024 by 4:00 p.m.
5. Proposals are Due by 4:00 pm on May 17, 2024, and shall be submitted electronically via email to: [DRoy@WiemannLamphere.com](mailto:DRoy@WiemannLamphere.com). Late responses may not be considered.
6. Finalists will be identified and may be requested to attend a finalist interview.

7. Once a selection is made, CVSWMD will look to finalize a contract with the selected firm.
8. CVSWMD reserves the right to accept, reject, or request modification to any response.

Sincerely,

**CENTRAL VERMONT SOLID WASTE MANAGEMENT DISTRICT**

Theron Lay-Sleeper  
General Manager

- c. David Roy, WLA (via email)  
Shane Mullen, Weston and Sampson