



Request for Proposals (RFP)

for

The Renovation of the Town of Cornwall Town Hall Cornwall, VT

RFP to be Issued: Thursday, September 1, 2016

Pre-Bid Meeting: Friday, September 2, 2016, 8:00 AM

Deadline for Final Submission of Questions: Friday, September 9, 2016, 5:00 PM

Deadline for Letter of Intent to Submit Bid: Friday, September 9, 2016, 5:00 PM

Bid Date and Time: ~~Friday, September 16, 2016 – 2:00 PM~~ **Tuesday, September 20, 2016 – 5:00 PM**

Public Bid Reading: ~~Friday, September 16, 2016 – 2:15 PM~~ **Tuesday, September 20, 2016 – 6:30 PM**

Anticipated Notification of Contractor Selection Date: Thursday, September 22, 2016

Anticipated Selectboard Contract Award Date: Tuesday, October 4, 2016

Anticipated Construction Start Date: Monday, October 17, 2016

Project documents will be made available to general contractors on Thursday September 1, 2016 at 12:00 Noon, available for download as a digital bid package on the Town of Cornwall town website (<http://cornwallvt.com/>). Project documentation will also be provided to local plan rooms and printing houses. A printed set of the project documentation will also be available for inspection at the Town of Cornwall by 8:00 AM Friday, September 2, 2016. A printed set of the project documentation will also be available at the offices of Vermont Integrated Architecture, at 137 Maple Street, Suite 29B in Middlebury, VT.

Ashar Nelson, Principal, Vermont Integrated Architecture (VIA)

Introduction

Vermont Integrated Architecture, PC (VIA) and The Town of Cornwall invite proposals for the construction of renovations to the existing Town of Cornwall Town Hall, located at 2629 Route 30 Cornwall, Vermont.

Vermont Integrated Architecture, PC (VIA) is the Architect of Record for the Project

The Town of Cornwall is the Owner of the Property.

This project will be a tax-exempt project. Federal Tax ID number **03-0000000**.

Project Summary

The Town of Cornwall will be renovating the existing Town Hall, located on Route 30 in Cornwall Village. All work will take place within the existing footprint of the building, although new foundations will be placed under the eastern portion of the building. Interior renovations will improve building functionality, and a new lift and exit stair will improve accessibility and emergency egress. Mechanical, electrical and plumbing work will be mostly adding to existing systems, though new equipment will be added to ventilate and dehumidify portions of the building. Structural improvements will also be required, notably at the existing roof trusses. The footprint of the existing town hall building is approximately 2,300 SF, and some work will occur on the basement, main and upper levels.

Pre-Bid Meeting

There will be a Pre-Bid Meeting with VIA and The Town of Cornwall for an onsite walk-through and question and answer session as follows:

Date: Friday, September 2, 2016
Time: 8:00 AM
Location: Cornwall Town Hall, Cornwall, Vermont

Participation at the Pre-Bid Meeting is not mandatory but is greatly encouraged, and is limited to two (2) people per firm. The purpose of this meeting is to give bidders the opportunity to see the project site and to ask questions about the project documents. If you are intending to send representatives to this meeting please send a confirmation email to Ashar Nelson at VIA by 5:00 PM on September 1, 2016: ashar@vermontintegratedarchitecture.com

If you are unable to attend the Pre-Bid Meeting please note that **an accompanied site visit is mandatory** prior to submitting a bid. Bidders who miss the first Pre-Bid Meeting may contact Sue Johnson (Cornwall Town Clerk) who will schedule a follow-up visit: cornwallvt@shoreham.net.

Answers to Questions at the Pre-Bid Meeting will be distributed to all bidders.

Further questions may also be submitted, by email, until the 5:00 PM Friday September 9, 2016 deadline for questions. Questions will be answered by the appropriate individuals and answered within 4 business days. Questions and answers will be shared with all bidders. Please email questions to

All bidders **must submit a letter of their intent to bid by 5:00 PM Friday September 9, 2016** in order to receive further correspondence regarding the bidding of this project. This correspondence will include any addenda and answers to all questions asked by all bidders. The letter of intent must be emailed to Ashar Nelson at, ashar@vermontintegratedarchitecture.com, Lealoni Coathup at VIA lealoni@vermontintegratedarchitecture.com, and copied to Sue Johnson cornwallvt@shoreham.net.

Exhibits included with this RFP:

Included as part of this RFP are the following documents:

DRAWINGS

See attachment: '02 Cornwall Town Hall Drawing Set 090116'

A-1.0	Cover	Issued 9/1/16
A-2.0	Floor Plans	Issued 9/1/16
A-2.1	Floor Plans	Issued 9/1/16
A-2.2	Floor Plans	Issued 9/1/16
A-3.1	Reflected Ceiling Plans	Issued 9/1/16
A-3.2	Reflected Ceiling Plans	
A-4.1	Elevations	Issued 9/1/16
A-4.2	Elevations	Issued 9/1/16
A-5.1	Building Sections	Issued 9/1/16
A-6.1	Wall Sections & Details	Issued 9/1/16
A-6.2	Wall Sections & Details	Issued 9/1/16
A-8.1	Vertical Circulation	Issued 9/1/16
A-9.1	Millwork & Wall Types	Issued 9/1/16
A-9.2	Interior Elevations	Issued 9/1/16
A-9.3	Interior Elevations	Issued 9/1/16
A-9.4	Schedules	Issued 9/1/16
S-0.1	Basis of Design, General Notes	Issued 9/1/16
S-1.1	Structural Floor Plans	Issued 9/1/16
S-1.2	Structural Floor Plans	Issued 9/1/16
S-1.3	Roof Reinforcing Plan & Sections	Issued 9/1/16
S-2.1	Roof Reinforcing Details	Issued 9/1/16
S-2.2	Roof Reinforcing Details	Issued 9/1/16
M0.01	Mechanical Basement Demo Plan	Issued 9/1/16
M0.11	Mechanical First Floor Demo Plan	Issued 9/1/16
M0.21	Mechanical Second Floor Demo Plan	Issued 9/1/16
M1.01	Mechanical Basement New Work Plan	Issued 9/1/16
M1.11	Mechanical First Floor New Work Plan	Issued 9/1/16
M1.21	Mechanical Second Floor New Work Plan	Issued 9/1/16
M5.01	Mechanical Schedules	Issued 9/1/16
M5.02	Mechanical Schedules	Issued 9/1/16
E0.11	Electrical First Floor Demo Plan	Issued 9/1/16
E0.21	Electrical Second Floor Demo Plan	Issued 9/1/16
E1.01	Electrical Basement New Work Plan	Issued 9/1/16
E1.11	Electrical First Floor New Work Plan	Issued 9/1/16
E1.21	Electrical Second Floor New Work Plan	Issued 9/1/16
E5.01	Electrical Schedules	Issued 9/1/16
P0.01	Plumbing Basement Demo Plan	Issued 9/1/16
P0.11	Plumbing First Floor Demo Plan	Issued 9/1/16

P1.01	Plumbing Basement New Work Plan	Issued 9/1/16
P1.11	Plumbing First Floor New Work Plan	Issued 9/1/16
P1.21	Plumbing Second Floor New Work Plan	Issued 9/1/16
P5.01	Plumbing Schedules	Issued 9/1/16

SPECIFICATIONS

See attachment: '03 Cornwall Town Hall Specifications 090116' for project specifications.

DIVISION 01 – GENERAL REQUIRMENTS

011000	Summary and General Requirements	9/1/2016
012100	Allowances	9/1/2016
012300	Alternates	9/1/2016
015240	Construction Waste Management	9/1/2016

DIVISION 02 – EXISTING CONDITIONS

024119	Selective Demolition	9/1/2016
025000	Historic Restoration	9/1/2016

DIVISION 06 – WOOD, PLASTICS, AND COMPOSITES

061000	Rough Carpentry	9/1/2016
064013	Exterior Architectural Woodwork	9/1/2016
064023	Interior Architectural Woodwork	9/1/2016

DIVISION 07 – THERMAL AND MOISTURE PROTECTION

071113	Foundation Moisture Protection and Dampproofing	9/1/2016
072100	Thermal Insulation	9/1/2016
072500	Envelope Control Layers	9/1/2016
074600	Siding	9/1/2016
076100	Standing Seam Metal Roofing	9/1/2016
079200	Joint Sealants	9/1/2016

DIVISION 08 – OPENINGS

081100	Wood Doors and Frames	9/1/2016
081113	Hollow Metal Doors and Frames	9/1/2016
083113	Access Doors and Frames	9/1/2016
085200	Windows	9/1/2016
087100	Door Hardware	9/1/2016

DIVISION 09 – FINISHES

092900	Gypsum Board	9/1/2016
093000	Ceramic Tile	9/1/2016
096513	Resilient Base and Accessories	9/1/2016
096813	Tile Carpeting	9/1/2016

099110	Exterior Painting	9/1/2016
099120	Interior Painting and Staining	9/1/2016
DIVISION 10 – SPECIALTIES		
102800	Toilet Accessories	9/1/2016
104400	Fire Extinguishers	9/1/2016
DIVISION 14 – CONVEYING EQUIPMENT		
144400	Wheelchair Lifts	9/1/2016
DIVISION 22 – PLUMBING		
22 0500	Plumbing General Provisions	9/1/2016
22 0519	Meter and Gauges for Plumbing Piping	9/1/2016
22 0553	Identification for Plumbing Piping and Equipment	9/1/2016
22 0719	Plumbing Piping Insulation	9/1/2016
22 1005	Plumbing Piping	9/1/2016
22 1006	Plumbing Piping Specialties	9/1/2016
22 3000	Plumbing Equipment	9/1/2016
22 4000	Plumbing Fixtures	9/1/2016
DIVISION 23 – HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)		
23 0500	Mechanical General Provisions	9/1/2016
23 0516	Expansion Fittings and Loops for HVAC Piping	9/1/2016
23 0519	Meters and Gauges for HVAC Piping	9/1/2016
23 0553	Identification for HVAC Piping and Equipment	9/1/2016
23 0593	Testing, Adjusting, and Balancing for HVAC	9/1/2016
23 0713	Duct Insulation	9/1/2016
23 0716	HVAC Equipment Insulation	9/1/2016
23 0719	HVAC Piping Insulation	9/1/2016
23 2113	Hydronic Piping	9/1/2016
23 2114	Hydronic Specialties	9/1/2016
23 2123	Hydronic Pumps	9/1/2016
23 2300	Refrigerant Piping	9/1/2016
23 3100	HVAC Ducts and Casings	9/1/2016
23 3300	Air Duct Accessories	9/1/2016
23 3700	Air Outlets and Inlets	9/1/2016
23 4100	Air Filters	9/1/2016
23 7227	Air to Air Heat Recovery Units	9/1/2016
23 8200	Convection Heating and Cooling Units	9/1/2016
DIVISION 26 – ELECTRICAL		
26 0500	Electrical General Provisions	9/1/2016
26 0501	Minor Electrical Demolition	9/1/2016
26 0519	Low-Voltage Conductors and Cables	9/1/2016
26 0526	Grounding and Bonding for Electrical Systems	9/1/2016
26 0529	Hangers and Supports for Electrical Systems	9/1/2016

26 0534	Conduit	9/1/2016
26 0537	Boxes	9/1/2016
26 0553	Identification for Electrical Systems	9/1/2016
26 0923	Lighting Control Devices	9/1/2016
26 2716	Electrical Cabinets and Enclosures	9/1/2016
26 2717	Equipment Wiring	9/1/2016
26 2726	Wiring Devices	9/1/2016
26 2813	Fuses	9/1/2016
26 2818	Enclosed Switches	9/1/2016
26 2913	Enclosed Controllers	9/1/2016
26 5100	Interior Lighting	9/1/2016
26 5600	Exterior Lighting	9/1/2016

DIVISION 27 – COMMUNICATIONS

27 1005	Structured Cabling for Voice and Data – Inside-Plant	9/1/2016
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DIVISION 28 – ELECTRONIC SAFETY AND SECURITY

28 3100	Fire Detection and Alarm	9/1/2016
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DIVISION 31 – EARTHWORK

312000	Site Work	9/1/2016
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STRUCTURAL

SEE DRAWINGS FOR SPECIFICATIONS

OTHER DOCUMENTS

Bid Form - see attachment: '04 Cornwall Town Hall Bid Form 090116'

Procurement – see attachment '05 Town of Cornwall Purchasing Policy'

Project Schedule

Unless negotiated otherwise, project construction shall commence on or before Monday October 17, 2016.

Contractors shall submit a complete proposed construction schedule with their bid, confirming their ability to start construction on October 17, 2016 and confirming a substantial completion date.

Note that during the design process, two failed roof-truss-to-column connections were discovered, both on the westernmost roof truss in the attic. Remediation of these failed connections has been addressed in the structural drawings, and **this work must occur before any other work occurs on the building.**

Note that the Owner will partially occupy the building from October 17, 2016 until November 10, 2016. See Selective Demolition specification 024119 for details.

Engineering

All structural engineering has been completed for the project.

Mechanical, plumbing and electrical engineering has been completed for this project.

No civil engineering is required for this project.

Permitting & Inspections

State of Vermont Construction Permit has been or will be obtained by Architect and/or Owner prior to the construction start. There is no anticipated delay in proposed construction start date of October 17, 2016, due to obtaining this permit.

A Town of Cornwall Zoning Permit approval is not required for this project.

All required construction trade permits and inspections are the responsibility of the Contractor.

Submission Requirements

Each bidding contractor is required to complete the attached bid form '04 Cornwall Bid Form 090116' to provide their proposed bid contract value, their proposed alternate values, and their contract percentages for adjustments to the scope of work.

Each bidding contractor is required to provide three reference projects of similar building type, scope and size completed by the bidding contractor in the past five years, including contact information for each project's owner or owner's representative. Contact information shall include current phone numbers and email addresses.

Each bidding contractor is required to submit a proposed construction schedule, as noted in project schedule section above.

Each bidding contractor is required to submit a schedule of values for their proposed base bid contract value by 12:00 Noon on Wednesday September 21, 2016. The schedule of values document shall also include a list of bidding contractor's major subcontractors with sub-contract values over five thousand dollars.

Alternates

Bidders shall include alternate pricing for required Alternates on their bid forms. The Owner reserves the right to accept or reject Alternates in any order that best meets the needs and interests of the Town.

See Specification Section 012300 for required Alternates.

Submission Procedure

Proposal for this project may be submitted electronically or as physical documents.

Proposals conforming to the requirements set out in this RFP and in other bid documents must be received by Town of Cornwall Town Clerk Sue Johnson, by email, or by US mail, courier, or in person no later than the bid deadline noted above. All submissions shall be copied to Ashar Nelson at Vermont Integrated Architecture.

Sue Johnson, Town Clerk
Town of Cornwall
2629 Route 30
Cornwall, VT 05753
cornwallvt@shoreham.net

Ashar Nelson, Principal
Vermont Integrated Architecture, PC
PO Box 862
Middlebury, VT 05753
ashar@vermontintegratedarchitecture.com

All proposals must state that bids are valid for a period of at least sixty (60) days

Electronic submissions shall include the Bid Form, (signed and scanned), the required list of reference projects, and the contractor's proposed schedule. All components of the submission shall be in Adobe Acrobat® PDF format. All submissions shall be formatted to print on 8 ½" x 11" letter-sized paper.

Electronically submitted proposals must be sent 'return-receipt requested'. Return receipts will be issued as soon as the emailed bid is received. It is the responsibility of the bidding contractors to provide sufficient time for their submission to be received by The Town of Cornwall and Vermont Integrated Architecture prior to the bid date and time. Bidding contractors technically unable to successfully submit their bid proposals and receive a return receipt in a comfortable interval of time prior to bid time can call the Town of Cornwall at 802-462-2775 to arrange a facsimile transmission. Regardless of transmission method, no bid received after the time and date specified shall be considered.

Physical proposals must be submitted in sealed opaque envelopes and marked:

Proposals for Cornwall Town Hall

The name and address of the bidder must also appear on the envelope.

The Town of Cornwall may consider any bid not prepared and/or not submitted in accordance with the provisions hereof as incomplete. The Town of Cornwall reserves the right to waive irregularities and to reject any or all bids. The Town of Cornwall also reserves the right to negotiate with the selected bidder in the event that the price exceeds projected cost estimates.

Any bid may be withdrawn prior to the above scheduled time for the reading of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the bid date and time noted in this Request for Proposals. Modifications shall be submitted as such and shall not reveal the total amount of either the original or revised bids.

Opening, Evaluation and Contracting

The Town of Cornwall will publicly read each contractor's proposed bid value and the value of their proposed alternates at 2:15 PM on Friday September 2, 2016, at the Town of Cornwall Town Offices. A list of all proposed bid contract totals will be distributed to all bidders by 6:00 PM on Friday September 2, 2016.

All proposals upon submission become the property of the Town of Cornwall. This Request for Proposals does not commit The Town of Cornwall to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The Town of Cornwall reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interest of The Town of Cornwall to do so.

The Town of Cornwall will review all submitted proposal materials prior to selecting a contractor for this project. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the bids best fulfills the needs Town of Cornwall and this project. Note that the Town of Cornwall is not legally obliged to select the lowest bid. The Town of Cornwall reserves the right to select the contractor they deem the best suited to perform this work and best able to fulfill the interests of the Town. The Town of Cornwall anticipates entering into a contract with the successful bidder to execute the proposed work.

Form of Agreement

The Town of Cornwall anticipates using the 'AIA 101 – 2007 – Standard Form of Agreement between Owner and Contractor where the basis of payment is Stipulated Sum' as the contract for this project. The contractor will have an opportunity to propose acceptable alterations to this agreement, but this form of agreement will be the default agreement.

Disbursements

The Bid Template and schedule of Values submitted by bidders will be used as a schedule of values for the project. Requisitions shall be based on the schedule of values. Contractors shall use AIA 'G702 – 1992' Application and Certificate for Payment.

Disbursements for this project will be subject to ten percent (10%) retainage.

Guarantee, Service Contract and Warranties

The successful bidder will be required to guarantee that all work, including any and all labor and materials, shall remain free of defects for one (1) full year after project completion. Operations

and Maintenance Information, Manufacturer's Warranties on all MEP equipment and other Architectural Warranties shall be collected, bound and submitted to the Owner for his record and possible future use.

Insurance Requirements

This project requires the contractor and major subcontractors to submit proof of General Liability Insurance, Auto and Workmen's Compensation as required by the State of Vermont.

Performance and Payment Bonds

Each Bidder shall identify the cost to furnish a performance bond covering the complete execution of the project (one-hundred percent of contract price) according to the contract documents and a payment bond covering payment of any and all obligations associated with the project, also for one-hundred percent of the contract price. The cost of these bonds shall be identified on the Bid Form. If a Bidder does not have the capability of furnishing performance and payment bonds that should be stated clearly on the bid form.

Special Requirements

None

End of Request for Proposals (RFP)