

**Town of Shaftsbury, Vermont**  
**REQUEST FOR PROPOSALS (RFP) FOR BID**

**COLE HALL BUILDING RENOVATION PROJECT**

**Bid Issued:** January 30, 2018

**Bid Deadline:** Monday, February 15, 2018 at 11:00 AM

**Pre-bid site visits:** David Kiernan Town Administrator Telephone: 802 442-4038 x3;  
administrator@shaftsburyvt.gov

Sealed Bids for the renovation of the Shaftsbury Cole Hall Building will be received by the Town of Shaftsbury until 11:00 a.m. on February 15, 2018. Bids received will be publicly opened and read at the Shaftsbury Selectboard Meeting February 19, 2018 at 7:00 PM at Cole Hall.

**History**

In September 2009 the Town hired Keefe and Wesner Architects to produce a Conditions Assessment Report & Planning Recommendations. Comments on the utilization of space include:

*Town Administrators Office* – “existing office size is sufficient, although the layout is inefficient and does not allow for a second person to utilize the room. The TA needs space for small meetings and must have access to the public.” The office now houses the Treasurer and Bookkeeper in addition to the TA. There is no privacy to talk with any member of the public and many discussions on personnel, contracts, and other matters are conducted in the parking lot.

*Listers* – Located in the same space as 2009 when these comments were made “The space is not secure and holding private meetings is difficult. Meetings with the public are required and should be in a private

location. The proximity to the vault is not ideal....”

*Zoning Administrator* – Also in the same location as 2009. “This office also suffers from a lack of privacy and security in day to day operations.”

*Auditors* – “The auditors do not use Town Offices but they do need space in which to meet. Security is the big concern in their work as privacy is important when in meetings.” The auditors currently share the bookkeeper’s desk in the TA office when they work.

*Selectboard* – “The Selectboard meets in the second floor meeting hall, a space that has been carved out of an open floor plan with very little thought. The space feels more like a storage room space for employee lunches than a hall used for televised meetings. The presentation of this space is all important as it represents the Town in many ways.”

As part of the Keefe and Wesner report the Engineering firm of Zaremba-Sopko Associates wrote “The building is presently used as office space and can continue to be used as office space.”

“*Heavy storage areas such as paper storage or large concentration of file cabinets should be placed on the first floor.*” The majority of the file cabinets on the second floor belong to the Lister Office and remain as they did in 2009.

“If the use of the second floor were to change to a higher load such as public assembly or storage the capacity of the framing should be verified.”

In the eight years since the Keefe and Wesner report the issues described above have not been addressed and in some cases have become worse. Alternates to Cole Hall such as the Dailey building have not been successful. Two proposals for additions to Cole Hall were also made in 2009, one for 1700 sf and one for 1380 sf at a cost of \$260-280,000 and \$270-300,000 respectively in 2009 dollars. It seems unlikely that either addition would be acceptable at today's cost.

### **Proposal**

To correct the deficiencies reported in the 2009 report the main hall on the second floor will be converted to three offices, one work station and a meeting room. There will also be a reallocation of office space to different departments.

The Lister Office will be moved from the second floor to the current TA/Treasurer/Bookkeeper office. This would eliminate the engineer concern for weight loads from the Lister files. It would also allow for easier access to the vault and privacy for interacting with the public as recommended. There would be a slight reduction from 288sf to 255sf.

The TA would move to the second floor in a separate office of 187.5sf. A reduction of 67.5sf from that allocated in 2009.

The Treasurer, Bookkeeper and Auditors would have an office of 315sf. The Zoning Administrator would stay on the second floor, being relocated to the west wall in an area of 126sf. This is a reduction of 99sf. Much of the current ZA office space is underutilized. The Water Department and Cemetery commissioner will share a workstation also located along the west wall.

The meeting room will be large enough to accommodate the Selectboard, Planning and DRB meetings regularly scheduled. It will also accommodate the occasional small groups that use Cole Hall. The new walls and new ceiling will eliminate the appearance concerns as expressed by Keefe and Wesner. The limited size of the meeting room will prevent the higher load the engineer was concerned about if the size of public assembly increased on the second floor.

### **Project Scope**

Conversion of open second floor main hall (1650 sf) into 3 office spaces, one work station, and one meeting room. Construction includes new wall areas constructed with 2x4 walls with ½ sheetrock on both sides, insulation for a sound barrier, 3 ft. full view wood door in all three offices, a 4ft x 6ft safety laminate glass non-operable window in TA office. New drop ceiling with height determined by level of top mezzanine railing. 1 x 6 poplar baseboard trim, 1 x 4 poplar trim on new window and doors. New surfaces will be primed and painted with two coats of paint, eggshell or semi-gloss. Existing walls, under new ceiling height, will be painted with two coats of paint, eggshell or semi-gloss. Old ceiling lighting and fan circuit will be terminated. New ceiling lighting to be installed in offices and meeting space. Outlets and data plugs to be installed in all of the new walls.

### **Contractual Responsibilities**

The successful bidder shall furnish all labor, equipment, materials, Worker's Comp and Liability insurance, required permits. Work must be completed in accordance with all permitting requirements. The contractor is responsible for removal of all construction debris and disposal fees.

### **Insurance**

Certificates of Insurance are required and shall be filed with the Town of Shaftsbury Town Administrator prior to execution of the contract between the Town of Shaftsbury and the contractor.

### **Information for the Bidders**

Bids shall be in the form of a written bid that includes a description of work to be performed, a completion schedule for the services, with a total cost. The bid shall be signed by an authorized agent of the contractor. The Bid Award shall be made to the responsive and responsible bidder at the discretion of the Shaftsbury Selectboard. The Selectboard reserves the right to accept or reject any and all Bids, or a portion of, if it deems it is in the best interest of the Town. Bids will be accepted by the Town of Shaftsbury no later than **Monday, February 15, 2018 by 11:00 a.m.** Bids must be in a sealed envelope clearly marked **Cole Hall Renovation Project** to: Town of Shaftsbury, PO Box 409, Shaftsbury, Vermont 05362. Or hand delivered in a sealed envelope to the Town Office, 61 Buck Hill Road, Shaftsbury, Vermont 05362. Pre-bid inspection and meeting Thursday February 7th, 2018 at 8am at Cole Hall.