

Request for Proposal for Construction Manager/General Contractor

The Town of Shaftsbury is seeking to hire a Construction Manager/or General Contractor to remodel the former Shaftsbury Medical Associates building into Municipal offices, including the framing setup for the installation of a large fireproof vault (24 V.S.A. § 1178) to house public records. The actual vault will be installed by a vault company.

The services requested will be for pre-construction services and construction services as detailed below:

- Ø Develop detailed cost estimates, budget, and schedule of construction.
- Ø Provide construction phase administration which would include on-going full-time supervision, project management and inspection of work, filing permits for Construction, review shop drawings, preparation of change orders and contractor payment estimates, final inspections. Provide regular schedule updates as needed.
- Ø Perform all other related work as required by the Town.

FIRM PROFILE

1. How many years has your company provided professional construction management/general contracting services?
2. What other services does your firm presently provide?
3. List the project team which will serve on this project.

PROJECT EXPERIENCE

1. List your experience providing Construction Management/General Contracting services.
2. List two (2) references including name, title, facility, phone, and email

address.

COMPENSATION PROPOSAL:

Include your cost proposal for both Pre-Construction and Construction Phase for Construction Management/General Contracting Services.

Proposers will supply a Certificate of Insurance (COI) for their active comprehensive general liability insurance policy, in which the Town of Shaftsbury and the State of Vermont shall be listed as additional insured and their worker's compensation insurance policy. Minimum insurance coverage is \$1,000,000 per occurrence, \$1,000,000 aggregate. The successful proposer shall complete a non-employee Work and W-9 form (furnished by the Town).

Payment Terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by the Purchasing Agent. Proposers must be federally registered in Central Contractor Registration and submit a DUNS number with their proposal.

There will be a mandatory informational walkthrough on Thursday, April 17th, at 7:30am, at 677 VT Rte 7A, Shaftsbury, VT.

Please document any special conditions affecting your proposal. Submit bids no later than Thursday May 1st, 2025, by 12:00pm. Bids will be opened at the 5/5 Selectboard meeting. Please mail sealed hard copy to Town of Shaftsbury Attn: Paula Iken, Town Administrator PO Box 409, Shaftsbury, VT 05262

The Town of Shaftsbury will not reimburse any cost incurred by preparing or delivering proposals or for the costs incurred by preparing subsequent supplemental presentations to the Selectboard.

If you cannot attend the mandatory walkthrough, you cannot bid.

SHAFTSBURY TOWN HALL
Room Finish Schedule
3.30.25

- 101 Entry: repaint
- 102 Reception: remove reception desk, repaint, refloor (ALLOW \$6/S.F. TYPICAL)
- 103 Community Space: remove parapet wall; repaint & refloor
- 104 Bathroom: new partitions, ceiling, lighting to make handicapped-accessible
- 105 Bathroom: repaint
- 106 Back Hall: repaint & replace carpet w/ vinyl flooring
- 107 Office: repaint & refloor
- 108 Undesignated (former procedure room): repaint, VAT flooring to remain
- 109 Bathroom: repaint
- 110 Break room: repaint, replace carpet w/ vinyl flooring
- 111 Undesignated (former accounting office): repaint & refloor
- 112 Work Area (former nurse station): repaint & refloor
- 113 Town Clerk's Office: remove walls, vanities/sinks/plumbing, aux heaters, & ceiling; new hung ceiling w/ existing lights; new door w/ security buzzer, counter, & glass wall; paint & refloor
- 114 Office: new 3'x5' fixed window to 113, repaint & refloor
- 115 Office: repaint & refloor
- 116 Vault: remove walls, vanities/sinks, aux heaters, wiring & plumbing, & hung ceiling; remove & fill-in windows & doors; prepare un-finished walls, floor, & ceiling for vault; new mini-split & power ready for vault installation by Firelock; hook-up mini-split, run power for lighting & outlets once vault installed
- 117 Office: repaint & refloor
- 118 Office: repaint & refloor
- 119 Office: repaint & refloor
- 120 Kitchenette: repaint, VAT flooring to remain
- 121 West Hall: repaint & recarpet

HVAC NOTES

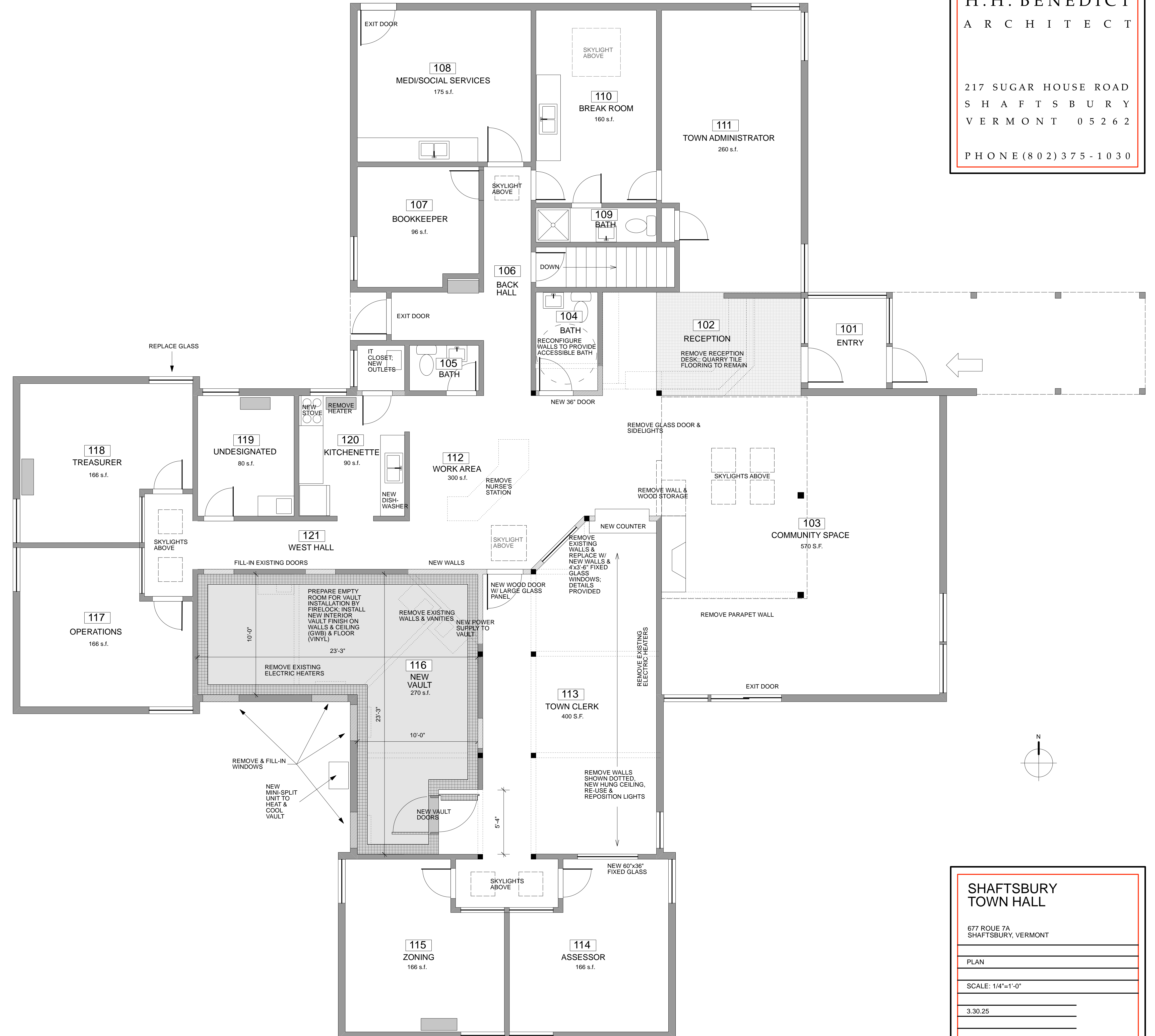
- REMOVE ALL HVAC SUPPLIES & RETURNS IN NEW VAULT AREA (RM 116)
- SUPPLY & HOOKUP NEW MINI-SPLIT TO HEAT & AIR CONDITION VAULT ONCE INSTALLED BY VAULT MANUFACTURER
- REMOVE SUPPLIES & RETURNS IN TOWN CLERK'S OFFICE (RM 113); INSTALL NEW BALANCED SUPPLIES & RETURNS IN NEW HUNG CEILING
- SERVICE & EVALUATE ROOF-TOP HVAC UNITS

ELECTRICAL NOTES

- REMOVE UNUSED ELECTRIC HEATERS AS INDICATED
- SUPPLY & INSTALL NEW BUILDING-WIDE WIFI IN I.T. CLOSET OFF RM 120
- RENOVATE EXISTING PHONE SYSTEM TO SUPPLY 1 PHONE PER OFFICE, 3 PHONES RM 111, 3 PHONES RM 113
- REMOVE ELECTRICAL OUTLETS & LIGHTS FROM VAULT AREA (RM 116) & TOWN CLERK'S OFFICE (RM 113) TO ACCOMMODATE DEMOLITION; RE-INSTALL EXISTING LIGHTS IN NEW HUNG CEILING IN RM 113; PROVIDE 8 NEW OUTLETS IN RECONFIGURED RM 113; PROVIDE POWER FOR OUTLETS & LIGHTS TO VAULT; RUN CONDUIT & POWER FOR 6 NEW OUTLETS & 3 NEW LIGHTS INSIDE NEW VAULT (RM 116)

PLUMBING NOTES

- REMOVE & SAFELY CAP EXISTING SUPPLY & DRAIN LINES IN RM 116 & RM 113



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SHAFTSBURY TOWN HALL

677 ROUE 7A
SHAFTSBURY, VERMONT

PLAN

SCALE: 1/4"=1'-0"

3.30.25
