**Town of Monkton, Vermont**

**REQUEST FOR PROPOSALS- DESIGN/ BUILD SERVICES**

**FOR**

**MONKTON MUNICIPAL OFFICE/ LIBRARY PROJECT**

The Town of Monkton, Vermont is soliciting proposals for a design/ build team to design, permit, engineer and construct a new town hall/ library facility of approximately 5,000- 6,000 square feet. The design/ construction will also include parking, landscaping, septic system and utility connections on land located north of the existing town hall. The desired occupancy is 2014 and the final DD/ construction would only proceed after a March 2013 successful bond vote. Preliminary SD’s (site plan, elevations, floor plans and a list of preliminary materials and estimates) need to be completed by early January 2013 for bond vote presentations.

The pool of firms receiving this RFP has been narrowed to three firms though the RFQ process.

**GENERAL COMMENTS**

The specifications set forth represent serious needs of the Town of Monkton. Current needs are approximately 5000 to 6000 SF. Any significant variation or omissions from these specifications may be cause to invalidate the proposal.

The structure will be located in a land use zone that requires no major changes or exceptions to the allowable codes. All required building permits fees shall be absorbed by the Town. The design/ build firm will assist the town with all permit applications and materials. Permits fees should be included in the estimates.

The structure should be designed and constructed to meet all current national and state building codes including structural, mechanical, electrical, handicap, fire, safety, energy and public access codes. The structure should represent good standards in office and library layout. The structure should blend in with the existing architecture in a federalist style. It should meet the highest degree of energy conservation.

The town feels strongly that a bond vote cannot be passed for more than $1,000,000 due to past experience. The total design, engineering and construction fees can be less but should not exceed $1,000,000.

The requirements and specifications have purposely been simplified for this RFP to allow the design team the maximum amount of flexibility to meet the design criteria.

**SUBMISSION CRITERIA**

Parties planning on submitting a proposal will attend a mandatory RFP conference at the Monkton Town Hall on Thursday, September 20th, 2012 at 9:00 AM. Question may be asked and we will hold a site walk- around. Conceptual elevations and floor plans, needs assessment and waste water information will be available at the meeting.

Proposals are due at the town offices at 12:00 noon on Friday, October 5th, 2012.

All proposals must be submitted and placed in an envelope plainly marked:

Proposals for “Monkton Municipal Office/ Library” and addressed to:

John Phillips, Selectboard Chair

Town of Monkton

280 Monkton Ridge

Monkton, Vermont 05469

There is no need to duplicate information already provided in the RFQ unless you are so inclined or you foresee a change in the material presented..

**SELECTION CRITERIA**

The selection team is looking for verification that a 5,000- 6,000 SF structure can be designed, engineered and constructed for $1,000,000 or less. Evidence of labor cost, materials cost, past project cost and other back-up will be considered. Preliminary sketches may be used as part of the submittal package.

The cost of SD’s including preliminary site plan, floor plans, elevations, material specifications and estimates to be used for bond vote presentations.

Cost estimates will reflect either a fixed cost price and/ or a “not-to-exceed” amount. Proposals can contain total fees less than but in no case exceeding $1,000,000.

Submit the type (sample) of contract proposed for the project.

The Town of Monkton at its discretion will interview 1-3 design /build teams the week of October 8, 2012 based on the proposals. The selected team will be notified after the interviews and no later than October 12, 2012. The town reserves the right to accept or reject any or all proposals or to select the proposal which appears to be in the best interest of the town. These interests may encompass total cost to design, engineer, construct and occupy: energy conservation; building type; style and construction materials being offered, layout, interior materials and furnishings: functionality, projected schedule and quality of supplied materials.

Any question regarding the RFP prior to the September 20, 2012 site meeting can be directed to:

Linc Prescott, Owner’s Representative

LP Construction Consulting, LLC

[lincp@lpconstructionconsulting.com](mailto:lincp@lpconstructionconsulting.com)

**The successful proposal will serve as a basis for further negotiations and design resolution and is therefore subject to modifications, changes, additions, deletions, alterations, reductions and value engineering.**