

Town of Monkton
280 Monkton Ridge
North Ferrisburgh, Vermont 05473

REQUEST FOR ARCHITECTURE/ENGINEERING PROPOSALS

TOWN OF MONKTON PROPOSED TOWN OFFICES & LIBRARY BUILDING

GENERAL

The Town of Monkton seeks proposals from qualified architectural firms and their consultant teams for professional services including design, document preparation, independent cost estimating, bidding and negotiation and construction administration, for a proposed Town Offices, Library, & Community Space to be situated on the Monkton Town Land adjacent to the Monkton Friends Methodist Church.

The selected architectural firm will be required to include necessary civil, septic, water, landscape, structural, mechanical, electrical, plumbing, fire protection and independent cost estimating services to constitute a complete proposal.

A Building Committee has been established for this project. Following a town survey, the committee has developed a list of guiding principles, created an itemized list of space requirements, and created concept plans for 1 and 2 story options. Additional programming and design of the proposed facility will need to be completed prior to the selected team beginning the design development phase of the work.

The applicant should be aware that the Town of Monkton has established a Municipal Building fund. The contract for design services will be contingent on approval by the Monkton Selectboard, and the work will not commence until that occurs.

Note that the Town of Monkton reserves the right to approve/and or recommend the choice of all consultants proposed by the proposing architectural firm.

PROJECT DESCRIPTION

For many years, Monkton has considered various approaches to upgrading the town office, expanding the library and providing a community space for residents. Due to space constraints, the town hall can no longer support the business of running the town. In addition, space is needed in the library to accommodate programming for both adults and children, to accommodate a growing collection of library materials, and to provide a comfortable space for patrons to work and read, and for staff to work.

Beginning in 2006, the Town purchased land on Monkton Ridge, with the intent to build a new municipal building. Previous design/build proposals in 2010, 2012, and 2013 failed to capture voter support to proceed. In 2017, voters authorized the creation of a Municipal Building Fund and funded it with \$40,000, kicking off a renewed effort to bring new facilities to town. The building committee has reached a point where outside resources are required to complete the programming of spaces; value engineer various design concepts; and proceed in the complete design development.

The proposed building shall include Town Offices, Library and space for community events.

ANTICIPATED SCOPE OF WORK

The anticipated scope of work will be in accordance with the requirements described in the AIA Agreement form B101. The proposing architects should be familiar with the requirements of this document. Since part of the schematic design phase has been completed, please note the description below.

Schematic Design Phase: The selected consultant should allocate time and modest consultant resources to validate and become familiar with the program assumptions, schematic layout and project construction budget as well as the total project budget. We would suggest you carry the cost of this time in the fee matrix and your proposal. In addition, we anticipate the need for one or more public informational meetings to engage the community during this schematic design phase. An estimate of construction cost should be prepared by the design team's cost consultant at the conclusion of this phase for review by all parties. A review process with the building committee will conclude this phase of the work.

Design Development Phase: This phase of the work will include further development of the design and the initial integration of building systems into the design documents. Review with the client building committee (at least 2 reviews) will be required at intervals during this phase of the work. An estimate of cost will be prepared by the design team's cost consultant for the 100% Design Development Documents at the conclusion of this phase of the work. A review of the project and the anticipated cost will be conducted to conclude this phase of the work.

Permitting: During the preparation of the design development documents, the consultant will initiate the local and state permitting process. It is expected that the selected consultant team will direct and guide the Town in preparing the required review documents for submission for Development Review and the State of Vermont's Act 250, wastewater permitting processes. Note that a state septic permit was obtained when the land was acquired by the town.

Construction Documents: As per B101, the design team will prepare the necessary construction documents (both drawings and specifications) to adequately describe the scope and requirements of the proposed project. These documents shall comply with required State building code requirements and shall be utilized in obtaining a building permit from the State of Vermont. A review of the documents with the Town's building committee shall conclude this phase of the work.

Bidding and Negotiation: It is expected that the Town of Monkton will competitively bid the construction work amongst pre-qualified construction contractors. The Design team shall assist the Town of Monkton with this process and advise the Town with regard to the pre-qualification process as well as the competitive bidding of the project. The design team shall also participate at the time of bid opening and advise the Town as to the accuracy and completeness of the bids. It is expected that the selected contractor will enter into an agreement with the Town utilizing AIA A101, Standard Form of Agreement between Owner and Contractor where the basis of payment is a Stipulated Sum.

Contract Administration: In accord with AIA B101, the design team will assist the Town during the process of construction. This will constitute attendance at bi-monthly project meetings, review and recommendations on submittals, processing of change orders and requests for payment, periodic review

of the construction, responding to requests for information, final review and punch list review and the issuance of a certificate of substantial completion.

Note that the design team should utilize a construction duration of 10 months for scope and fee preparation purposes. It is also expected that the Town will engage the services of a Clerk of the Works during the process of construction.

PROJECT SCHEDULE

The proposed project schedule is as follows:

April 12, 2019: Design RFP announced/distributed

April 23, 2019: Mandatory site visit/walk through at 9 AM.

April 26, 2019: Written questions must be submitted by 4/26/19 to wborn@monktonvt.com

April 29, 2019: If applicable; questions shall be responded to via Addendum #1

May 10, 2019: Design proposals due

May 15, 2019: Short list and reviewed by Building Committee.

May 17 / June 10th, 2019: Interview with short listed design team as required to meet Selectboard approval by June 10th 2019.

June 10th, 2019: Town of Monkton signs agreement with selected Architectural Team and design work proceeds.

July 19, 2019: Schematic Design concluded

July 19, 2019: Local and State permitting initiated

September 6, 2019: Design Development concluded, local and State permitting concluded

November 15, 2019: Contract Document Phase concluded. Building permit applied for.

December 1, 2019: Bidding process begins.

December 31, 2019: Bidding process concluded

March 3, 2020: Town of Monkton seeks approval from Voters for Bond to construct new Town Offices and Library.

March 15, 2020: Contract for construction completed.

Summer/Fall 2020: Construction of New Municipal Building for Town of Monkton

PROJECT BUDGET

The estimated target for the cost of the construction to be used to calculate fees is \$1,300,000. Project total costs for fees, furnishings and equipment, owner contingency, clerk of the works, owner testing costs etc. will be in addition to the target construction cost.

METHOD OF CONSTRUCTION

The Town of Monkton expects to complete this project using a general construction delivery method. The form of the contract is anticipated to be AIA A101 Standard Form of Agreement between Owner and Contractor for Construction where the basis of payment is a Stipulated Sum, as modified by the Town of Monkton.

PROPOSAL REQUIREMENTS

Please submit 6 hard copies and 1 electronic copy of your proposal, tabbed and labeled per this list (by item number).

1. Provide a brief description of your firm, type of ownership, length of time in business, number of personnel and business philosophy and approach.
2. Introduce your proposed project team including consultants. Provide the resumes of personnel to be assigned to the project including relevant experience. Identify individual roles and describe how the team has worked together on past projects.
3. Provide a list of at least 3 similar projects that your firm has undertaken. Include name of owner, project description, cost of construction, date of completion and reference information (email and telephone numbers).
4. Submit a proposed project schedule for design activities. Please make reference to our preliminary schedule. Please note that the duration of construction is anticipated to be 10 months.
5. Provide a Fee proposal for the project, following guidelines outlined in AIA Document B101. Free structure shall include anticipated costs by phase; (Schematic, Design Development, Permitting, Construction Documents, Bidding & Negotiation, & Contract Administration). Provide an estimate of reimbursable costs with a cap if possible. Provide an hourly rate schedule including architect and all project consultants. Include also how you would charge for additional services if the scope of the design work is modified. Note the fee breakdown shall not only include costs by phase, but costs by phase with costs associated with each consultant.
6. In the past ten years has your firm had any claims against it for claimed amounts in excess of \$25,000.00 per project or had any arbitration or lawsuits initiated against it for any claimed damages or losses arising out of services your firm has supplied to owners or clients who have hired your firm? Please describe any such actions and their respective outcomes.
7. Provide proof of ability to furnish liability insurance covering claims arising out of negligent acts, errors and omissions in rendering or failing to render professional services. Limits of liability shall not be less than \$1,000,000.00 each claim and not less than \$1,000,000.00 in annual aggregate.

PROPOSAL SELECTION CRITERIA

1. Firm's recent and demonstrated experience in designing successful construction projects in a municipal environment similar in nature to the Town office, Community Space and Library described within this RFP.
2. Expertise, experience and qualifications of the design team proposed for the project including consultants.
3. Fee proposal, estimated reimbursable expenses and hourly rate schedules.
4. Ability to work within the schedule described in this RFP.

LIMITATIONS & AWARD

This RFP does not commit the Town of Monkton to award any contract, nor to pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. The Town of Monkton reserves the right, as its sole discretion, to reject any or all submittals received as result of this request, to negotiate with all qualified sources, or to cancel all or part of the RFP.

After a priority listing of the final firms is established by the Building Committee, the Town of Monkton may negotiate a contract with the first priority or recommended firm. If negotiations cannot be successfully completed with the first priority firm, the negotiations will be formally terminated. At this juncture, the Town, at its sole discretion, may initiate negotiations with the second most qualified firm and so on with the remaining firms until a Contract may be awarded.

CONTRACT PHASING

Proposed tasks within this RFP may be eliminated or expanded by the Town of Monkton at any time due to the progression and sequencing of the scope of work. The Contract for architectural services will be adjusted accordingly.

PROPOSAL DEADLINE

Proposals are due by 2:00 PM on May 10th, 2019. Please submit 6 hard proposals and one electronic copy. Proposals received after that time will not be considered. The Town of Monkton reserves the right to reject any and all proposals. Proposals should be submitted to:

Town of Monkton
Attention Municipal Building Committee
Monkton Town Hall
P.O. Box 12
Monkton, VT. 05469-0012
Email: Building@monktonvt.com

ATTACHMENTS

The Monkton Building Committee has prepared the following documents for reference.

1. Reference_Guiding Principles_Monkton_4-8-19.pdf
2. Reference_Photos Town Hall & Library.pdf
3. Reference 1&2 Story Design Concepts_By Building Committee.pdf
4. Reference_Town Center Specs_4-10-19
5. Reference_Library Mission & Needs_4-8-19.pdf
6. Reference_Septic Plans_Monkton 4-8-19.pdf
7. Reference_Open House_Monkton_4-8-19.pdf

1.0_Reference_Guiding Principles_Monkton_4-8-19

Guiding Design Principles

Minimize costs and impact on taxes

Preserve historic character

Take advantage of the views

Keep the design simple

Maximize use of space

Build spaces that can be used for multiple purposes and at different times of the day and week

Energy-efficient design and construction - ability to install solar energy in the future

Ensure ample storage space

Outdoor terrace or porch to extend the community space

Leave room for expansion in years to come

2.0 Reference_Photos Town Hall & Library

Current Monkton Town Hall



Current Monkton Library



Town Hall Space Needs



The Town Hall's vault is overflowing.



Space is needed to store large maps.



**Storage space is
needed in the Town
Hall.**





The outside of the town hall is in disrepair.



Library Space Needs



Space is needed for a growing collection of books.



Space is needed for storage and a staff work area.

Book processing supplies block access to Special Collections bookshelves.



Space is needed for children's programming. This is where story hour is held.



This one table serves as both staff and patron work space. More space is needed to create patron reading and work areas.

This area is especially challenging for those with mobility issues.



The computer work space is insufficient.

Photos taken by Buzz Kuhns.

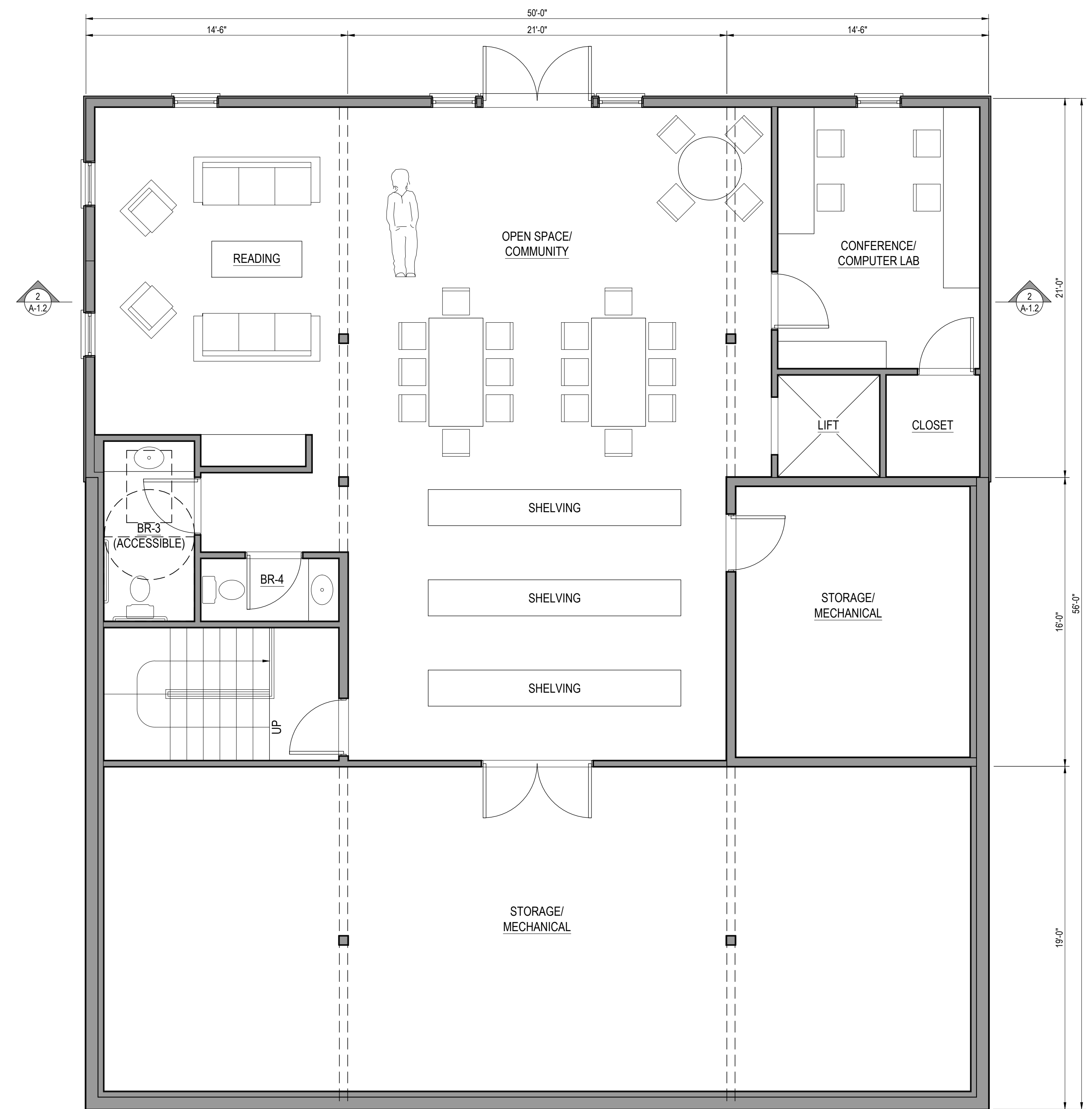
3.0_1 & 2 Story Design Concepts_By Building Committee

Concepts for 1 and 2 story approaches

Developed by the Monkton Building Committee

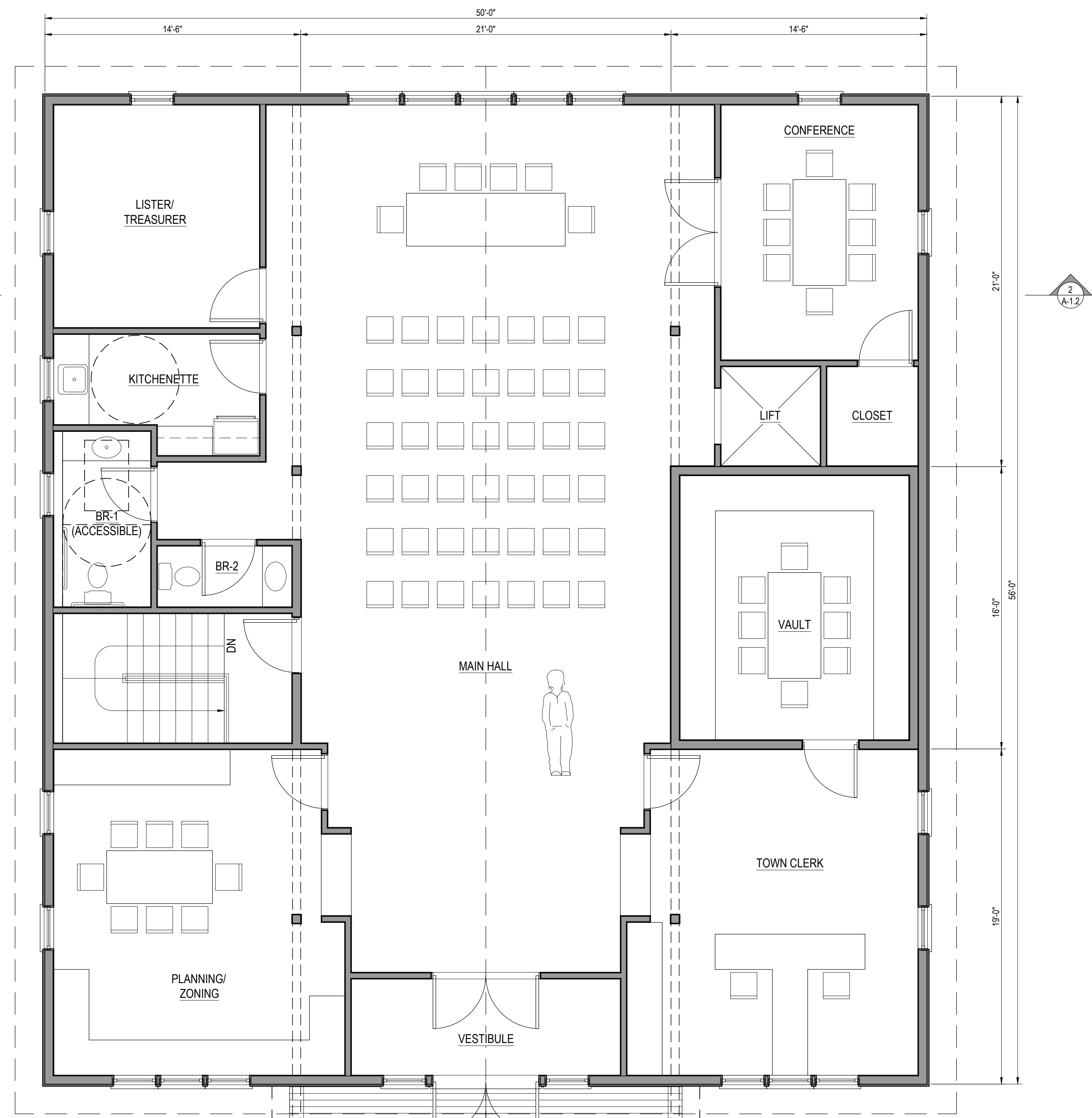
Page 2-4 = 2 Story Concept

Page 5-7 = 1 Story Concept



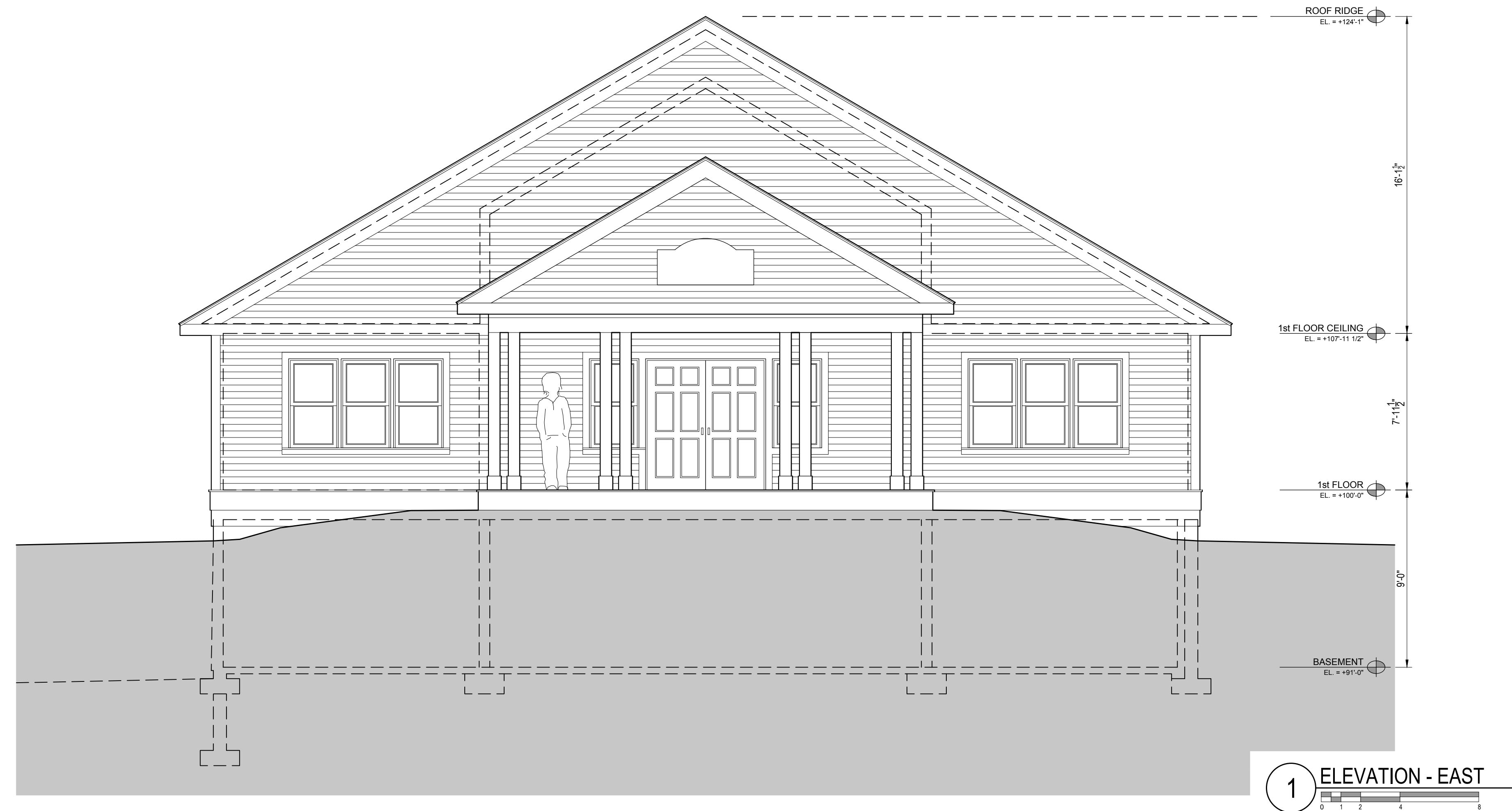
1 BASEMENT PLAN

- PROJECT NOTES:**
- FLOOR PLANS SHOWN ARE DRAFTED ACCORDING TO DESIGNS PROVIDED BY THE TOWN OF MONKTON. BARNARD & GERVAIS LLC MAKES NO WARRANTY REGARDING COMPLIANCE WITH APPLICABLE BUILDING CODES AND LIFE SAFETY CODES.
 - ALL DIMENSIONS SHOWN ARE TO FACE OF CONCRETE, FACE OF FRAMING, OR CENTERLINE OF DOOR/WINDOW OPENINGS.
 - FOUNDATION WALLS ARE SHOWN AS 8" CONCRETE.
 - EXTERIOR WALLS ARE SHOWN AS 2x6 STUD WALLS; EXTERIOR FACE OF 2x6 STUDS ARE SHOWN ALIGNED WITH EXTERIOR FACE OF CONCRETE FOUNDATION BELOW.
 - INTERIOR WALLS ARE SHOWN AS 2x4 STUD WALLS, EXCEPT AS NOTED.




2 FIRST FLOOR PLAN

<p>BARNARD & GERVAIS, LLC Land Surveying Water & Wastewater Environmental Consulting</p> <p>197 Main Street, P.O. Box 820 Enosburg Falls, VT 05450 Telephone: (802) 933-5168</p> <p>10523 VT Route 116, P.O. Box 133 Hinesburg, VT 05461 Telephone: (802) 482-2597</p>	PROJECT NO. 18281
	DATE: 08-28-2018
BUILDING PLANS	
MONKTON TOWN HALL	
MONKTON, VERMONT CONCEPT 'A' FLOOR PLANS	
THESE PLANS WITH LATEST REVISIONS SHOULD ONLY BE USED FOR THE PURPOSE SHOWN BELOW: <input checked="" type="checkbox"/> PRELIMINARY DRAFT <input type="checkbox"/> FINAL STATE REVIEW	
SCALE: 1/4" = 1'-0"	SURVEY: --
DRAWN: SB	CHECKED: --
DRAWING NO. A-1.1	



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	BUILDING PLANS	
MONKTON TOWN HALL		DATE: 08-28-2018
MONKTON, VERMONT		SCALE: 1/4" = 1'-0"
CONCEPT 'A' SECTIONS & ELEVATIONS		SURVEY: --
THESE PLANS WITH LATEST REVISIONS SHOULD ONLY BE USED FOR THE PURPOSE SHOWN BELOW: <input checked="" type="checkbox"/> PRELIMINARY DRAFT <input type="checkbox"/> FINAL STATE REVIEW		DRAWN: SB
		CHECKED: --
		DRAWING NO. A-1.2

Building Committee Discussion

Strengths of 1 and 2 Story Concepts

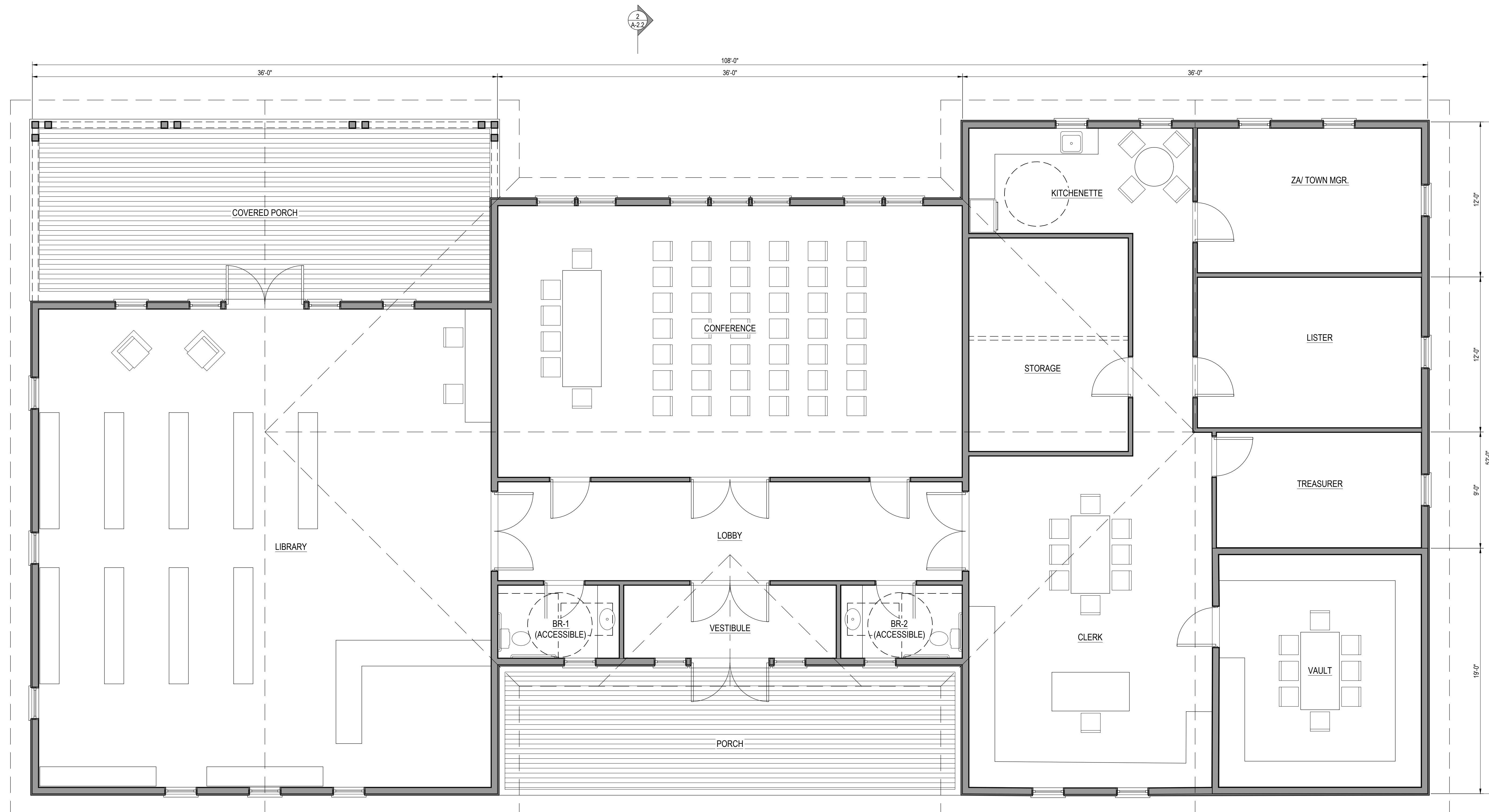
2-Story Concept

Makes more efficient use of foundation and roofing

Takes advantage of building into slope of site by using passive-solar design for lower level

Lots of extra storage on bottom floor

Combining community space and town hall saves some 'wasted' hallway space



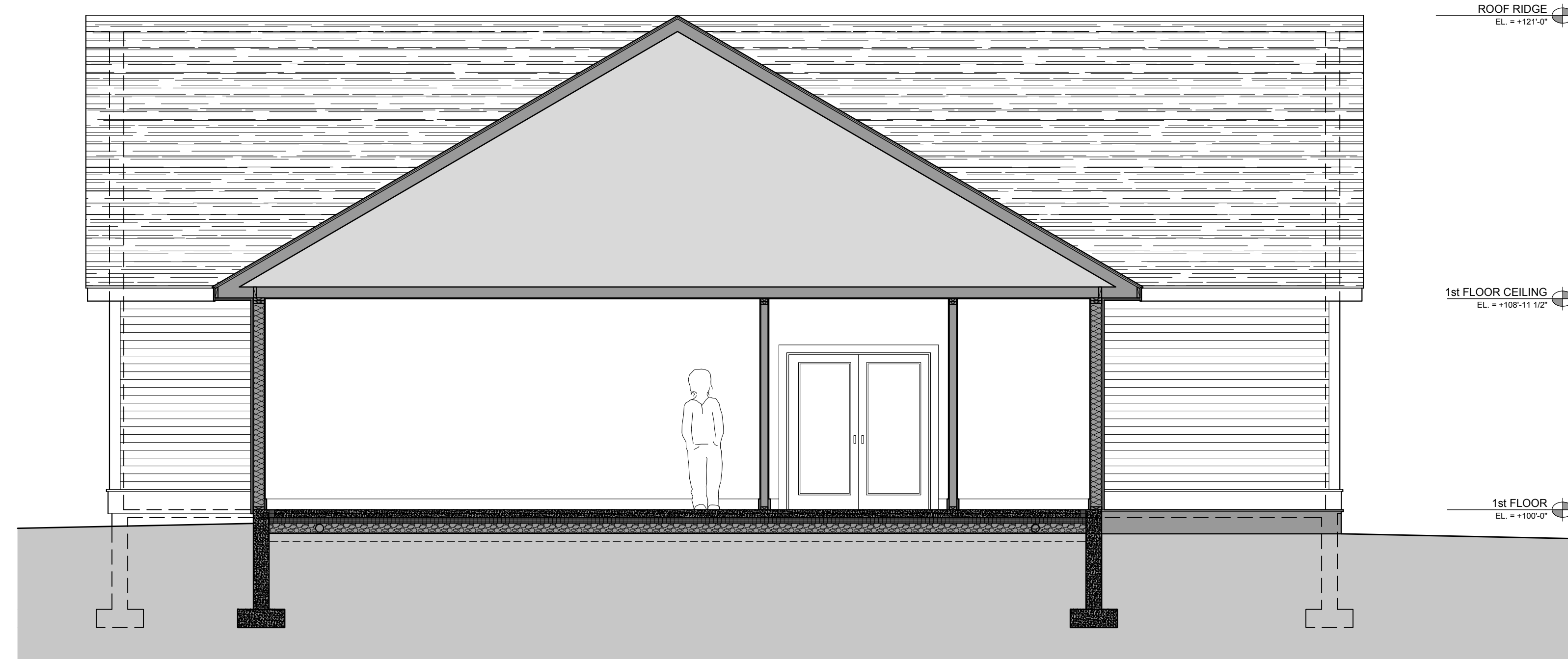
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	<p>DATE: 08-28-2018</p>
<p>MONKTON TOWN HALL</p> <p>MONKTON, VERMONT</p> <p>CONCEPT 'B' FLOOR PLANS</p>	<p>SCALE: 1/4" = 1'-0"</p>
	<p>SURVEY: --</p>
	<p>DRAWN: SB</p>
<p>THESE PLANS WITH LATEST REVISIONS SHOULD ONLY BE USED FOR THE PURPOSE SHOWN BELOW:</p> <p><input checked="" type="checkbox"/> PRELIMINARY DRAFT <input type="checkbox"/> FINAL STATE REVIEW</p>	<p>CHECKED: --</p> <p>DRAWING NO. A-2.1</p>

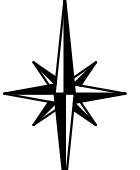


1 ELEVATION - EAST



2 SECTION - NORTH

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BUILDING PLANS		SCALE: 1/4" = 1'-0"
MONKTON TOWN HALL		SURVEY: --
MONKTON, VERMONT		DRAWN: SB
CONCEPT 'B'		CHECKED: --
SECTIONS & ELEVATIONS		DRAWING NO. A-2.2
THESE PLANS WITH LATEST REVISIONS SHOULD ONLY BE USED FOR THE PURPOSE SHOWN BELOW:		
<input checked="" type="checkbox"/> PRELIMINARY DRAFT <input type="checkbox"/> FINAL STATE REVIEW		

Building Committee Discussion

Strengths of 1 and 2 Story Concepts

1-Story

More accessible for everyone - More inclusive of those with mobility issues

Promotes / more conducive to interaction between community members

Maximizes space by sharing use of community space, restroom, kitchen and entryway facilities by town offices and library

Functions in the community room can take place independent of happenings in the town hall or library

Allows for community space to flow directly into outdoor terrace

No costs for elevator, staircases or upper & lower parking lots

4.0_Reference Town Center Specs 4-10-19

Town Center Specifications								4/10/2019
					sq ft /unit	units	total sq ft	sub total
Interior								
	Library							
		Reference 4 Library Needs and Requirements					1722	1722
	Town Government							
		Treasurer.	1 occupant + guest .				120	
			locked office					
		Listers	3 occupants				250	
		ZA/DRB/Planning	1 occupant + guest .				190	
			door					
		Town Administrator	1 occupant + guest .				120	
			door					
		Vault	Live records only				220	
			two work space					
		Vault	Dead storage				?	
		Clerk	2 occupants				250	
			waist high divider from public					
			lockable area					
			sight lines to vault important					
		Work Space					64	
			minimum 4 stations					
		Storage					80	
								1294
	Common							
		Coat Closet					15	
		Kitchenette					50	
		Bathrooms	one unisex per floor		12	2	50	
		Meeting room					750	
		Dividable	30 to 40 occupants					
		Mechanical					80	
		Storage (chairs etc)					40	
								985
Total Interior space (not including walkways etc)								4001
Library, Town Government and Common are 3 different security areas								
Exterior								
	Parking							
		Library	10 spaces					
		Town Government	20 spaces					
		Shared parking lot with church preferred						
		No parking spaces in front of building(?)						
	Water							
		possible well to be shared						
	Siting							
		Room for expansion						
		Terrace						
	Septic System							

		Existing septic design may need to be reviewed and updated							
	Architecture								
		Vermont Federal motif							
		Low maintenance siding and trim (not vinyl)							
		Any south facing roof designed to support future solar installation							
		Cellar if practical (?)							
		Single story or two story building							

5.0_Reference_Library Mission & Needs_4-8-19

Russell Memorial Library: Space Needs, Mission & Goals

A new building would enable the library to more readily fulfill its mission and goals.

Space is needed to:

Accommodate a growing collection of books.

Even after a thorough weeding of the collection, library materials are beginning to move to the top of the bookshelves which is not ideal for easy access. Children's books fit tightly in their cubbies. It can be difficult for children to look through and pull out books.

Create patron reading and work areas.

Currently, when a librarian, patron or program attendee is at the one table, it blocks access to the bookshelves. The computer work space is also insufficient as a work space. Both of these spaces are already challenging to navigate for those with mobility issues, but even more so when someone is at the table.

Create a staff work area and larger storage closet.

Currently, book processing occurs on the one table thus minimizing use of this space by patrons.

Book processing and programming supplies restrict access to the Special Collections bookshelves.

Accommodate programming.

There is only room for a few children to sit in close quarters during story hour.

The current space is not well suited to host a group of adults at a program.

In addition to the above space needs, the current library does not have potable water, hot water or safe parking. The library also lacks a sufficient heating system which causes the library to be uncomfortably cold in the winter.

The mission of the RML is to promote positive growth in our community by providing free access to library materials, resources, and programs for personal enrichment, self-education and leisure.

RML's Goals:

1. To serve the community by providing and maintaining a current collection of books and materials that meet the educational, informational, and recreational needs of all in the community.
2. To provide a welcoming space where people may gather, connect with one another, and freely exchange ideas.
3. To collaborate with other organizations to provide diverse programs and services to engage our community.
4. To keep the community informed of library materials, resources, and programs.



Page 2: Current Footprint
 Page 3-6: Future Need Worksheet

Russell Memorial Library			
Current Space Utilization			
Children's Area	sf		
bookshelves	38		
rocking chair	12		
open space	77		
total	127		
Bathroom	35		
Closet	12		
Adult Fiction			
bookshelves	128		
chair & footstool	12		
	50		
total	190		
YA, NF, VT, Bio, GN, AB			
bookshelves	56		
table & 4 chairs	25		
computer table	8		
open space	16		
Total	105		
Circulation			
Dr. R's Collection	8		
supply table	12		
circulation desk	28		
open space	53		
Total	101		
600 sf total			
outside measurment			

SPACE NEEDS WORKSHEET

INSTRUCTIONS: Fill in or check off all shaded worksheet cells.

DESIGN POPULATION

Projected resident population		2,000
Nonresident service population		0
Design population		2,000

COLLECTION SPACE

Books: The space needed for the library's book collection is determined by the size of the collection and the parameters of the shelving environment. Depending on factors such as the width of the aisles and the height of the shelving, book collections can be housed at 10, 13 or 15 volumes per square foot. As the volumes housed per square foot increases, the average aisle width will decrease, the height of the shelving will grow, and there will be fewer opportunities for marketing display.

- * How many volumes will be in the library's print collection? 4,500
- * What is the library's preferred collection density? (choose one)
- 10 volumes per sq.
 13 volumes per sq.
 15 volumes per sq.

Magazine / newspapers: The Americans with Disabilities Act specifies that current issue display shelving for magazines is subject to height limitations, which conditions how much space magazines will need.

- * How many titles will the library receive? 0

Magazine backfile: Shelving for any back issues retained by the library is NOT subject to reach limitations but many libraries choose to treat these holdings in the same manner.

- * How many of those titles will the library retain in backfiles? 0
- * What will be the average backrun for a typical title (in years)? 0

Nonprint: This collection will often be housed on lower shelving with more marketing display, but because these items are typically smaller than books, the collection density corresponds to that for books. The space need varies depending on aisle widths, marketing display, and so on.

- * How many nonprint items will the library house? 150
- * What is the library's preferred collection density? (choose one)
- 10 items per sq.ft.
 13 items per sq.ft.
 15 items per sq.ft.

Public access computers: Many libraries today experience increasing demands for access to digital information resources, which affects the number of stations needed for the public. Wireless access can also affect the inventory needed. The space need per station will be affected by the number of stations provided: a small inventory will usually require more space per station while a larger inventory will benefit from economies of scale and less space per station.

- * How many public access computers to provide? 3
- * What is the preferred space allocation for each? (choose one)
- 35 sq.ft. per station
 45 sq.ft. per station
 50 sq.ft. per station

READER SEATING SPACE

The number of reader seats a library needs is determined in large measure by the number of people the library serves, although other factors may also affect this inventory. Typically allow 30 square feet per seat.

* How many reader seats should the library provide?

STAFF WORK SPACE

The inventory of staff work stations is based on the specific operations and work routines of the library, the number of public service desks, and so on. The space needed for each station, on average, will be affected by the number of work stations a library needs: a small inventory will require more space per station while a larger inventory will need less space per station.

* How many staff work stations are needed?

* What is the preferred space allocation for each? (choose one)

125 sq.ft. per station

140 sq.ft. per station

150 sq.ft. per station

MEETING ROOM SPACE

Multi-purpose: How many seats to accommodate in a multi-purpose room?

Conference: How many seats to accommodate at a conference table?

How many seats in a gallery?

Storytime: What is the maximum audience for a typical storytime?

Do your storytimes include a craft or activity? (choose one) Yes No

Computer training lab: How many trainees should be accommodated?

SPECIAL USE SPACE

Special use space reserves space for features such as small group study rooms, a copy center, a public café or refreshment area, a used book sale area, a staff break room, and so on. A larger proportionate allocation here reserves the option to incorporate a wider array of special use functions as a specific architectural plan is developed.

* Choose the library's preferred allocation for special use space

12% of gross area

15% of gross area

17% of gross area

NONASSIGNABLE SPACE

Nonassignable space reserves space for such necessary features as mechanical rooms, restrooms, stairwells and elevators. Typically a smaller building will need to reserve a larger share of its gross area for nonassignable purposes, while a larger building will require a smaller proportion for nonassignable.

New construction will likely need a smaller proportion than an addition or renovation.

* Choose the library's preferred allocation for nonassignable

25% of gross area

27% of gross area

30% of gross area

ADDITIONAL ALLOWANCES

As an option, this worksheet can accommodate additional special allowances for features that may or may not be adequately accommodated in the preceding calculations. These may include space for an automated materials handling system, or a garage (if the library owns and operates vehicles). List any such special features here, along with a suitable square foot allowance

	Allowance
Special Collections (The Russell Collection)	10 sq.ft.
Rocking Chair	12 sq.ft.
.....	0 sq.ft.
.....	0 sq.ft.

SPACE NEEDS SUMMARY

COLLECTION SPACE

4,500	volumes to house at	13	vol/sq.ft.	346	sq.ft.
0	magazine display at	1	sq.ft./title	0	sq.ft.
0	magazine backfile at	0.5	sq.ft./title/yr held	0	sq.ft.
150	nonprint items to house at	10	items/sq.ft.	15	sq.ft.
3	public access computers at	45	sq.ft. per station	135	sq.ft.

READER SEATING SPACE

5	reader seats at	30	sq.ft. per seat	150	sq.ft.
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STAFF WORK SPACE

1	staff work stations at	150	sq.ft. per station	150	sq.ft.
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MEETING ROOM SPACE (See notes 1 through 4)

0	multi-purpose seats	10	sq.ft. per seat	0	sq.ft.
0	conference room seats	30	sq.ft. per seat	0	sq.ft.
15	storytime seats	15	sq.ft. per seat	275	sq.ft.
0	computer training lab seats	50	sq.ft. per seat	0	sq.ft.

SPECIAL USE SPACE

calculated at	12%	of gross building area	204	sq.ft.
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NONASSIGNABLE SPACE

calculated at	25%	of gross building area	425	sq.ft.
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SPECIAL ALLOWANCES

Special Collections (The Russell Collection)	10	sq.ft.
Rocking Chair	12	sq.ft.
		sq.ft.
		sq.ft.

GROSS AREA NEEDED	1,722	sq.ft.
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- NOTES
1. Multi-purpose room area includes a modest allocation for a speaker's podium.
 2. Conference room area includes allocation for gallery / audience seating, if so designated.
 3. Storytime area includes a modest allocation for storytime presenter.
 4. Computer training lab area includes a modest allocation for trainer's station.

6.0_Reference_Open House_Monkton_4-8-19

Open House Reference Documents

Page 2. Building Committee FPF post to gain public input on Monkton Building committee's development thus far via open house.

Page 3-4. Building Committee flyer for Open House.

Page 5-9: Comments from Community during open house.

New Town Hall Project Open House - Sat. Dec. 8th

Monkton's Municipal Building Committee Wants to Hear from You!

The Building Committee has been working for well over a year now to determine what kind of facility a majority of residents would support to replace the current town offices and library. You may have completed the survey we distributed last winter, which indicated strong general support for moving forward with an updated proposal to build a new Town Hall on the site we all own next to the Friends Methodist Church. Since that survey was completed, the committee has been debating a number of design ideas. The next step will be to invite proposals from architects/builders interested in designing, building and of course estimating the cost to build a new facility. But before we do that, we would like to gather your thoughts on two basic design concepts we have narrowed down to, to make sure we're on the right track.

The Committee will be hosting a New Town Hall Project Open House on Saturday, December 8th, from 10:00 a.m. until Noon at the Monkton Town Hall. We need your thoughts and ideas, so please join us!

- View sketches of two basic design concepts
- Share your thoughts with Committee members and neighbors about which features you would be excited about and willing to support (if the cost is acceptable)
- Take a quick tour of the current town offices and library
- Stop by the building site we purchased for a new Municipal Building back in 2006

Drop in any time between 10 and noon--we'll have coffee and snacks available, too. You might stop by right after dropping off your recycling, or maybe just before purchasing one of the fine Christmas trees and wreaths the Monkton Boy Scouts will be selling right next door to our building lot.

Some information that may be helpful for you in advance:

Project Snapshot so far, with 2018 Town Survey results and a brief history of past proposals:
<http://monktonvt.com/wp-content/uploads/2012/02/Open-House-Handout.pdf>

Municipal Building Committee's page on the Monkton town website:
<http://monktonvt.com/boards-and-committees/municipal-building-committee/>

In case you can't come: The committee still wants to hear from you! Email your questions or concerns to: building@monktonvt.com

Monkton Building Committee - Open House 12/8/18

Statement of Need:

Our current Monkton town facilities leave much to be desired. Both the town offices and library have no source of potable water, lack safe and sufficient parking, and are energy inefficient.

The town office building no longer provides an acceptable working environment. There is no space for conducting private business, nor is there a flexible space where groups of community members can meet. There is barely any space left for storing town records as the vault is overflowing. There is no room to expand in the current building.

More space is needed in the Library to accommodate programming for both adults and children, to accommodate a growing collection of library materials, and to provide a comfortable space for patrons to work and read, and for staff to work.

History:

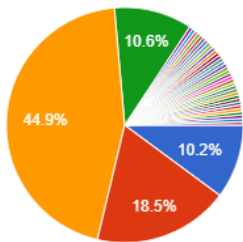
2006 - Town Meeting: Voters authorized the purchase of five acres on Monkton Ridge for \$92,000.

2017 Town Meeting: Voters authorized the creation of a Municipal Building Fund and funded it with \$40,000.

2018 Town Meeting: Voters authorized \$40,000 for the Municipal Building Fund.

December 2017 - January 2018: The building committee distributed a survey to gauge support and gather thoughts from the community. There were 219 surveys completed. The results of the survey are below.

Survey Results



Without knowing all of the details yet, which would you be most likely to support?

10.2% (22 people): Build new town offices.

10.6% (23 people): Do not build any new buildings. Leave everything as it is.

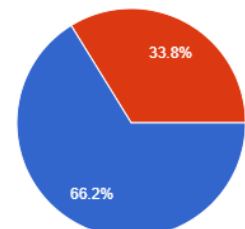
18.5% (40 people): Build town offices and a library.

44.9% (97 people): Build town offices, library and community meeting space
“Other” individual responses.

Do you think the town should sell the current town office building and library to reduce annual costs and to help pay for construction of a new building?

33.8% (73 People): No, do not sell the current buildings.

66.2% (143 people): Yes, sell the current buildings to help pay for construction.



Survey Results

For which of the following do you think Monkton residents would use a multi-purpose meeting space?

Community Meetings & Groups – 157
Small family or Social Events – 109
Library & Historical Society Programming – 139
Lectures & Performances – 124
Fitness classes – 109
Arts & Crafts Studio Space – 90

Previous Proposals:

2010 - \$1.4 million - A building with an upper level containing town offices and a lower level containing a community multi-purpose room.

2012 - \$1.5 million - Move the existing town hall to the new site. The existing town hall would be used as a community multi-purpose room. An addition would be built for new town offices on the upper level. The lower level would house a library which would be a walk-out.

2013 - \$1.05 million - A town hall, common area and library would be built on one level.

Building Committee:

Comments can be sent to the committee until Tuesday the 11th.

monktonvt.com - Boards and Committees - Municipal Building Committee

Committee email: building@monktonvt.com

Committee members: Heather Bessette, Eric Bown, Melanie Cote, Peter Norris, Stephen Pilcher, Deb Rickner, Peter Straube, Jere Urban.

2 Story Concept

Steep pitch to match local aesthetic and to be optimal for solar

Town clerk gets daytime light

Library on top - mold on bottom floor

Library upstairs

Sight lines are exciting

Hinesburg has town offices downstairs. What about library and community space upstairs?

2 story design allows for outside stairs following the grade that would multipurpose be designed for seating as well - amphitheater idea?

Lots more storage

Loving 2 story - fits with land

Long interior ramp - why not expand the building? - like how it takes up less space

Outside look is more traditional

Make lift open like in Bixby library in Vergennes (2 mentioned this)

Put lift and stairs next to one another so those who need the elevator feel included

Has less flow

Main hall should be oriented N/S on west side of building with a separate entrance - reconfigure town hall portions to front (east) of building. This allows community space to be removed from town hall.

Solar Comments

Match roof pitch to old buildings (9-12 pitch roof best for solar efficiency. 10-12 most historic.)

South facing roof - Steeper pitch 8' or 12' is ideal for solar - steeper sheds snow better.

Trusses that can handle solar in the roof - Wind blowing - uplift is the issue with solar

Conduit to walls for future solar (extra money to wire building)

Make sure it's solar ready - solar is fantastic - Solar panels on south facing roofs

Solar - cutting edge geothermal?

Green energy - passive solar windows

Take advantage of solar

1 Story Concept

Is more accessible

More inclusive for those in wheelchair

Better accessibility for everyone

More inclusive for wheelchair

I would prefer the one level concept. It will be more inclusive of those with mobility issues and foster more interactions between community members. We moved here in 2006 and found it very hard to meet other community members until we had children and they started school. This building would provide a space for a cross-generational community building which really only happens during the Strawberry Festival - once a year.

Exposure across different people in a shared building

Need more opportunities to interact

Promotes more town interaction

Has better flow

Has more of a “community” feeling

Accessibility of community interaction

Seems like a great flow.

Shared spaces

More bathrooms

No costs associated with elevator in 2 story design

Makes better use of view

Encourages multi-use in one visit (pay taxes and check out books)

Like 1 floor best but need ½ basement for mechanicals and potential overflow storage

Add partial basement for storage / mechanicals to one story plan

Not attractive - make it historic looking. “Agreed” by another person.

Operating costs may be more in single floor

Be careful of windows facing west because of afternoon overheat.

Misc Comments:

Must have library included

Library needs more programming space and more shelving

Mechanical systems need to be accessible

Need storage space for conference room chairs and tables

People come to church parking to watch sunset

Please sell the current town hall and library at the point a new library and/or town hall are happening. That would tell tax payers the town is interested in saving tax payers from paying for things we don't need or want.

Porch is inviting /welcoming

Add the historical society.

Give/use current town hall for/to Monkton historical society. Historical building. The vault for archives. "Yes!" from another person.

In general I will support most any plan that is deemed to meet the town needs and in which long term operating costs have been considered and planned for accordingly.

Keep costs low, utilize local contractors, community members.

We need another option besides 1 level and 2 level.

Comments re: Future:

Make structure so you can add on later

Let's design a building space that we can be proud of for years to come. Both in design and function as well as with materials and community involvement.

Partial basement for expansion of vault and for storage

Radiant floor heat - more expensive to construct, but cheaper utility bills - talk to Roger Wallace, engineer

Provide for expansion in years to come - leave room on the site plan

Don't skimp on size. Need room to grow.

Comments re: Shared Functions/Spaces:

Ability to host large (100 people) meetings in town

50 seats is not very much - 100 plus in case of an emergency

Make sure meeting space is LARGE enough and up to firecode.

49 seats may be too many

Don't skimp on conference space

Make bathrooms easily accessible in public areas

Kitchenette, bathrooms, lift common to both

Full kitchen accessible from conference room and library

Think long term with kitchen space should Monkton want to rent for private functions.

Need basic catering kitchen for small functions

Provide external power outlets for outdoor catering

Plan emergency exits

Meeting places for people without kids

Computers in main space

LEED certification grants

Comments re: Design

Design façade so it's not overwhelming to the street view and blends in with the historic buildings.

Find other town halls that maintain historic character and gather photos/examples for inspiration.

Love it to look like it belongs in town.

Preserve Monkton's historic / rural character. The design should match the local vernacular. Our existing town hall should be the inspiration for aesthetics and visual impact.

Design should be more New England, Federalist look.

Get architects to get a sense of the community.

Timber frame (post and beam) vs stick built

Timber frame costs more to build but is built to last

Keep design (in either one) traditional to be long lasting in terms of style

Keep open concepts - not closed off spaces whenever possible

Match the pitch of existing town hall and historical homes in town. Window style, architectural features and elements. Use existing town hall in design.

Utilize western facing exterior for patio and porches.

Porch looking westward

12/12 roof and spaced out windows - iconic steeper roof



7.0_Reference_Septic Plans_Monkton 4-8-19



State of Vermont

Permit: Pages 1-4

& Plans: Page 5

& Parcel Map: Page 6

Potable Water Supply and Wastewater System Permit

CASE NO.: WW-9-1048
APPLICANT: David Bean
ADDRESS: 150 Dorset Street
PMB 228
South Burlington VT 05403

LAWS/REGULATIONS INVOLVED

V.S.A. Title 10, Chapter 64
Environmental Protection Rules
Chapter 1, Wastewater System and Potable
Water Supply Rules
Chapter 1, Subchapter 5, Sewage Disposal
Chapter 21, Water Supply

- (1) This project consisting of a subdivision of 17.01 acres (Parcel ID# 1313.101.058.000) into 2 lots, Lot 2=6.6 acres for town offices and Lot 3=10.4 acres with existing 3 bedroom single family residence to be retained by landowner located on 176 Monkton Ridge Road in Monkton, Vermont is hereby approved in accordance with the requirements of the regulations named above, subject to the following conditions:
- (2) The project shall be completed as shown on the plans prepared by Susanne Conklin sheets 1-3 dated 7/6/07 and which have been stamped "approved" by the Division of Wastewater Management. The project shall not deviate from the approved plans without prior written approval from the Division of Wastewater Management.
- (3) Lot #3 is approved for on-site water supply from a existing drilled bedrock well provided that the well is located as shown on the approved plans, and is physically constructed in accordance with the minimum standards specified in Part 11 of the above-referenced water supply regulations. No other means of obtaining potable water shall be allowed without prior review and approval by the Division of Wastewater Management.
- (4) Lot #3 is approved for wastewater disposal by the continued utilization of the existing on-site, subsurface wastewater disposal system. Being that this proposed project represents no increase in wastewater flows, based on Subchapter 504 of the Environmental Protection Rules, no review of the existing disposal system has been made by the Division of Wastewater Management. Therefore, the Division in no way certifies that the existing disposal system meets the minimum criteria of Chapter 5 of the Environmental Protection Rules.
- (5) Lot #2 is approved for on-site water supply from a drilled bedrock well provided that the well is located as shown on the approved plans, and is physically constructed in accordance with the minimum standards specified in Part 11 of the above-referenced water supply regulations. No other means of obtaining potable water shall be allowed without prior review and approval by the Division of Wastewater Management.

STATE OF VERMONT

POTABLE WATER SUPPLY AND WASTEWATER SYSTEM PERMIT WW-9-1048

In the Case: David Bean

Page 2

(6) For Lot #2, prior to the construction of the water supply system, other than drilling of the well, a permit application and complete engineering plans for such system shall be submitted to and approved by the Division of Wastewater Management. The submission shall include yield test results, a copy of the driller's well completion report, sizing calculations, specifications for pumps, hydropneumatic tanks, and storage facilities (if needed), and copies of physical/chemical and bacteriological water quality analyses performed by the Vermont Department of Health Laboratory.

(7) Lot #2 is approved for wastewater disposal by construction and utilization of the mound type wastewater disposal system depicted on the approved plans. No other method or location of wastewater disposal shall be allowed without prior review and approval by the Division of Wastewater Management.

(8) For Lot #2, the mound type wastewater treatment/disposal system herein approved shall be routinely and reliably inspected during construction by a Vermont-registered professional engineer or Type B certified site technician who shall, upon completion and prior to occupancy of the subject establishment, report in writing to the Division of Wastewater Management that the installation was accomplished in accordance with the approved plans and permit conditions.

(9) The wastewater disposal system herein approved shall be operated at all times in a manner that will not permit the discharge of sewage/effluent onto the ground surface or into the waters of the State.

(10) The future wastewater disposal "replacement areas" designated on the approved plans shall be held in reserve for the eventual construction of a replacement disposal system in the event of failure of the primary system. No construction, earthwork, or other activity shall be allowed within the replacement areas which would diminish their natural suitability for such eventual use as a wastewater disposal site.

(11) Prior to placement of the mound system's select fill, the results of a sieve analysis performed on the proposed fill material shall be submitted to and approved by the Division of Wastewater Management.

(12) Prior to covering of the disposal field within the mound, the inspecting engineer shall conduct a performance test of the pressure distribution network, to measure the uniformity of distribution. All necessary modifications shall be made to the piping network to achieve a variation in discharge rate between any 2 orifices no greater than 15 percent. The results of such testing shall be specifically addressed in the inspecting engineer's written report.

STATE OF VERMONT

POTABLE WATER SUPPLY AND WASTEWATER SYSTEM PERMIT WW-9-1048

In the Case: David Bean

Page 3

(13) The wastewater disposal system was designed and the project is approved based on the anticipated daily volume of wastewater from 600 gpd for Lot #2 . There shall be no expansion of the project or increase in occupancy beyond this basis of design without prior review and approval by the Division of Wastewater Management.

(14) A copy of the approved plans and this Potable Water Supply and Wastewater System Permit shall remain on the project during all phases of construction and, upon request, shall be made available for inspection by State or local personnel.

(15) For Lot #2, the use of the wastewater disposal system approved in this permit requires that an annual inspection be performed by (a class 1 or class B ((select all that are appropriate))) designer starting when the system is placed in use. The field inspection shall be done in April or May of each year and a written report shall be submitted to the permittee and the regional office that issued the permit by the following June 15th. The inspection shall consist of a field inspection of the area where the leachfield has been installed. A visual observation of the surface area over the system and the area within 25' of the system in all directions shall be made for any indication of failure. This inspection requirement does not require the installation or observation of groundwater monitors and does not require inspection of other component of the wastewater system such as septic tanks, pump stations or advanced treatment systems. Such inspections may be required if they are part of the approved design, including any operation manuals or written instructions, or if they are required in another permit condition. This condition remains in effect until three inspection cycles have been completed as specified in this condition.

(16) For Lot #3, in the event of the failure of the existing sewage disposal system and before the REPLACEMENT MOUND Wastewater disposal system can be constructed, an application, fee and full MOUND design must be submitted to and approved by the Division of Wastewater Management.

(17) Each prospective purchaser of each lot shall be shown a copy of the approved plot plan and this Subdivision Permit prior to conveyance of the lot.

(18) For Lot #3, this permit is granted to enable the subdivision of the overall tract with existing structures into the subject parcels. The construction of any additional inhabitable structures (single family dwellings, apartments, duplexes, condominium units, commercial buildings, or other public buildings) on the subject lots is not authorized without prior review and approval by the Division of Wastewater Management.

STATE OF VERMONT

POTABLE WATER SUPPLY AND WASTEWATER SYSTEM PERMIT WW-9-1048

In the Case: David Bean

Page 4

(19) The subdivision approval contained herein authorizes the creating and conveyance of the subject lot #2 for the specific purpose of construction of Town Offices. The construction of other inhabited structures, including single family dwellings, apartments, multiple dwelling units, commercial buildings, or other public buildings, is not authorized without prior review and approval by the Division of Wastewater Management.

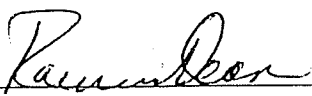
(20) The conditions of this permit shall run with the land and will be binding upon and enforceable against the permittee and all assigns and successors in interest. The permittee shall be responsible for recording this permit in the Monkton Land Records within 30 days of issuance of this permit and prior to the conveyance of any lot subject to the jurisdiction of this permit.

(21) By acceptance of this permit, the permittee agrees to allow representatives of the State of Vermont access to the property covered by the permit, at reasonable times, for the purpose of ascertaining compliance with Vermont environmental/health statutes and regulations, and with this permit.

(22) This permit does not constitute Act 250 approval (Title 10 V.S.A., Chapter 151). The permittee is hereby reminded to procure all relevant State and local permits prior to proceeding with this project.

(23) This permit shall in no way relieve the permittee of the obligations of Title 10, Chapter 48, Subchapter 4, for the protection of groundwater.

Jeffrey Wennberg - Commissioner
Department of Environmental Conservation

By 
Raymond Dean
Assistant Regional Engineer

Dated at Rutland, Vermont this 26 day of July 2007.

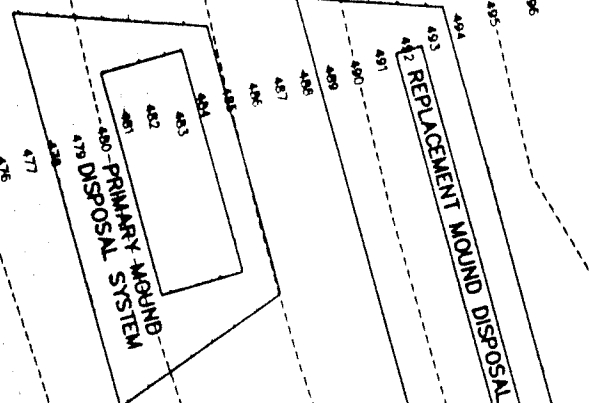
cc: Division
Town Planning, Monkton
Susanne Conklin P.E.

N/F
 ROBERT F. & KAREN L.
 DIXON
 v.71/p.392

N/F
 THE FRIENDS CHURCH
 v.21/p.75

LOT 2
 6.44 +/- ACRES

LOT 3
 10.57 +/- ACRES



FOOTPRINT TO BE DETERMINED

WELL TO BE ABANDONED IN ACCORDANCE WITH VT WATER SUPPLY RULES & A NEW WATER SUPPLY WELL TO BE DRILLED.

NEW DRILLED WATER SUPPLY WELL MAINTAIN 50 FT FROM SEPTIC TANK

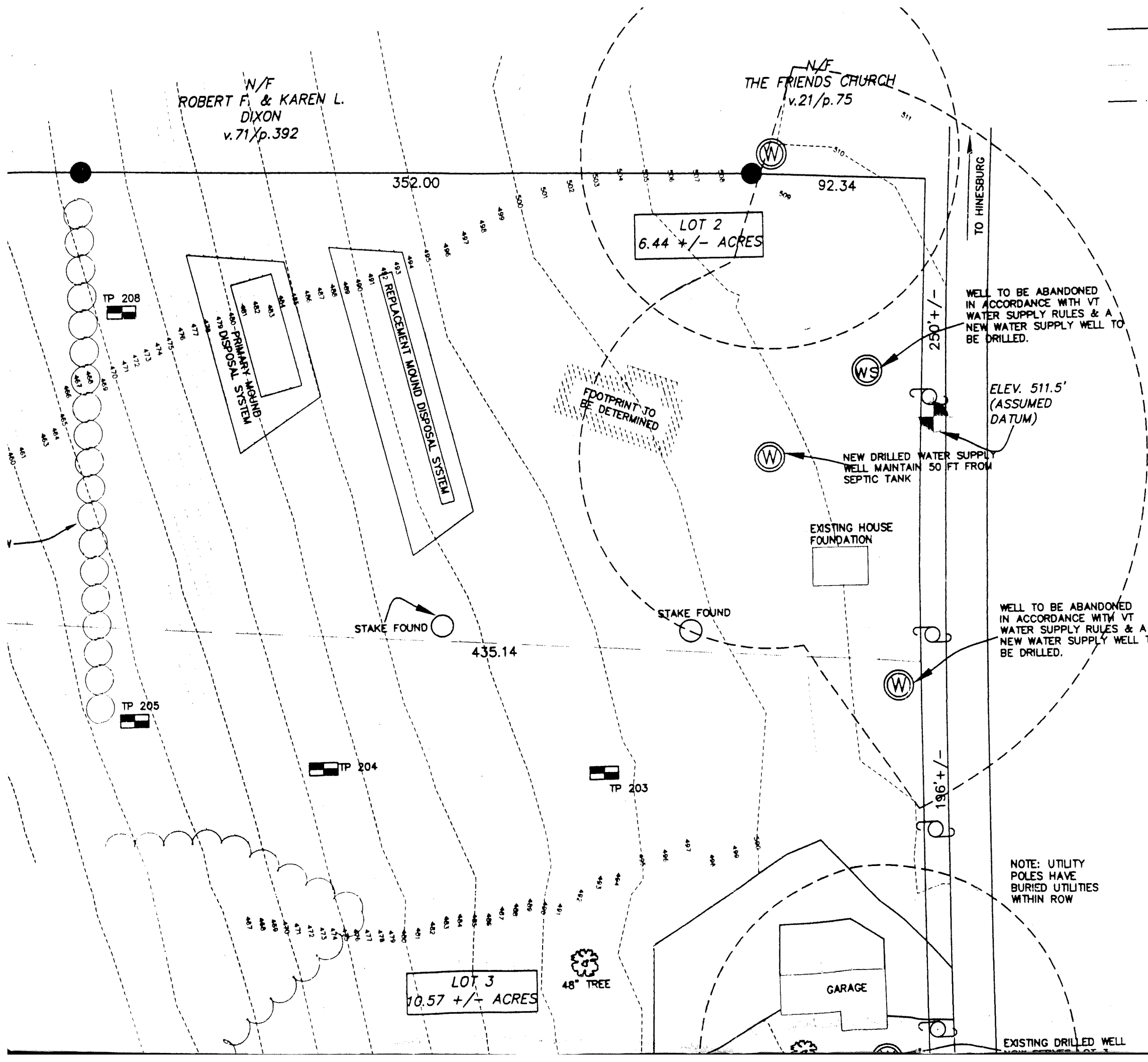
ELEV. 511.5' (ASSUMED DATUM)

WELL TO BE ABANDONED IN ACCORDANCE WITH VT WATER SUPPLY RULES & A NEW WATER SUPPLY WELL TO BE DRILLED.

NOTE: UTILITY POLES HAVE BURIED UTILITIES WITHIN ROW

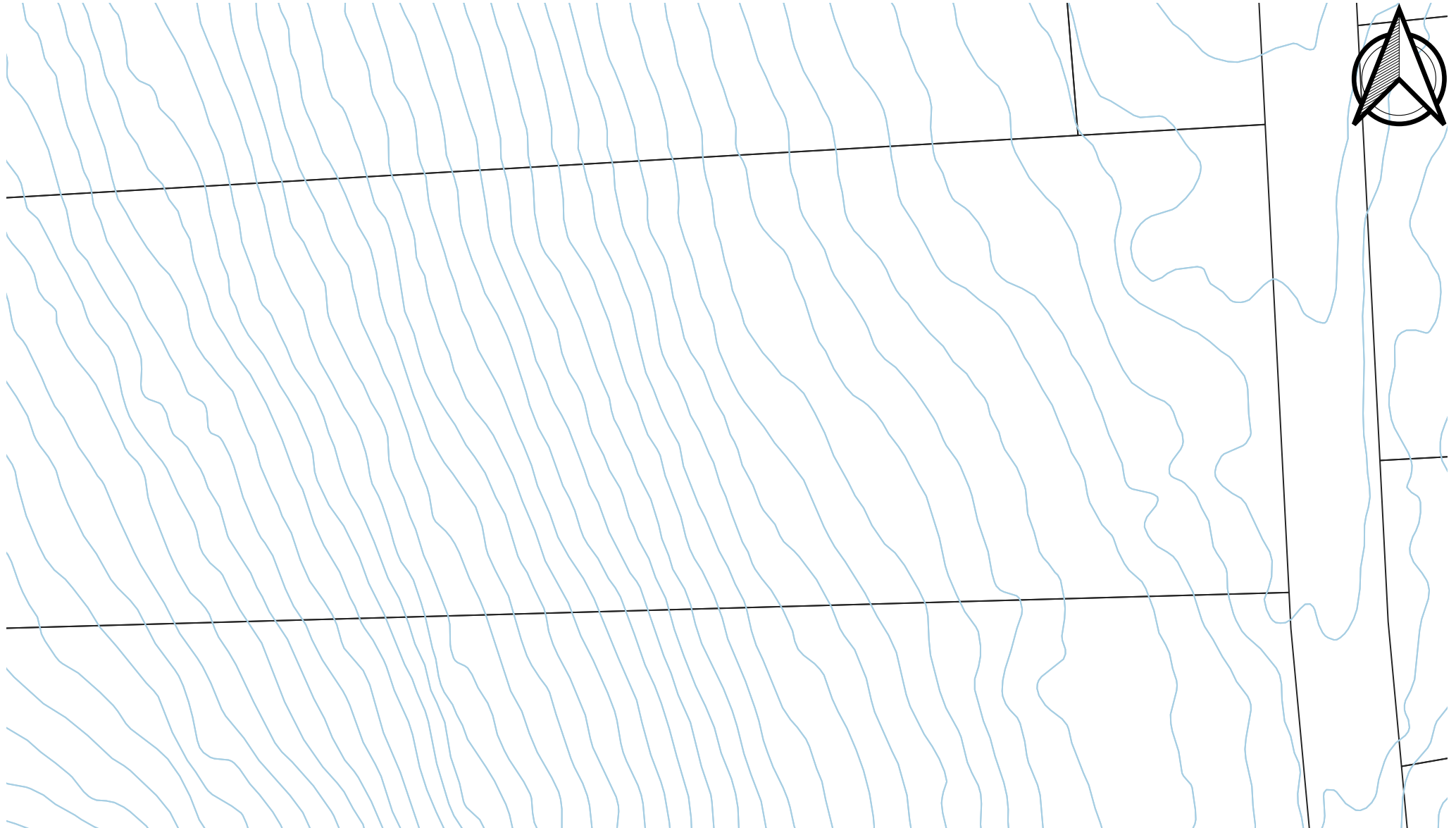
EXISTING DRILLED WELL

- Project Boundary Line
- - - Proposed Property Line
- - - Service Water Line
- Iron Pipe/Rebar Found
- Utility Pole
- ⊙ Well - Drilled
- ⊙ Well - Shallow
- ⊕ Vertical Bench Mark
- ▣ Test Pit
- ⊙ Percolation Test

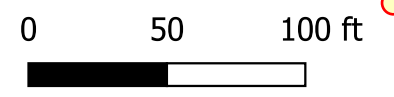


Monkton Town Center Parcel

7.0_Reference_Septic_Plans_Monkton
4-8-19



— 2ft lidar
□ Parcel Boundary



6