

# Request for Proposals

**Contact Person: Jessica Van Oort (jvanoort.pawletsb@gmail.com)**

**Date of RFP Issue: 7/24/2023**

**Deadline for Proposal Submission: 8/30/2023**

## I. Project Description

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### Objective

The Town of Pawlet (Town) requests proposals to conduct a feasibility study on converting an existing building in the village of West Pawlet into a welcome center for the adjacent D&H Rail Trail. The feasibility study will involve a report from a structural engineer and preliminary architectural drawings or plans.

This RFP describes the work, the hard deadline for completion, the process for selecting a vendor, and the terms and conditions that must be included in the contract.

### Background

The southern portion of the D&H Rail Trail runs through West Pawlet, Rupert, and West Rupert, and is accessed by two parking areas, but neither area currently has restrooms or other amenities. The Town of Pawlet is considering options for a welcome center both to improve the recreational experience for trail users and to make a way for tourists visiting the trail to benefit the local economy. The proposed welcome center would feature a public restroom; vending machines and coolers with healthy drinks, snacks, and other local products; and information about the trail, the history of the area, and relevant local advertising.

The proposed site for the welcome center is ideally located, abutting the trail itself, across the street from the existing rail trail parking lot, and on the main intersection directly in the center of the village. The landowner, Bruce Sirjane, is an active part of the project team and is on board with a long-term lease or easement on his property. The building has existing heat and electricity, as well as an available hookup to the municipal sewer. It is zoned Village Commercial, which allows for non-commercial recreation as a permitted use.

## II. Scope of Work and Deliverables

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### Scope of Work

Geographically, this project is located at 13 Egg Street in West Pawlet, within the West Pawlet Village Center.

This project includes two major aspects. First, the building must be fully inspected by a structural engineer to ensure that it is safe and suitable for public use. If this inspection suggests that the building is or can easily be made suitable for the proposed use, the second part of the project will be for the structural engineer and/or architect to create a design for changes and improvements to the building to turn it into a welcome center with a restroom, small seating area, and room for trail information, vending, and local advertising.

### **Project Deliverables**

The selected vendor will:

- Conduct a complete inspection of the structural soundness of the building
- Draft a report on the building's structural soundness, including all necessary repairs
- Design changes to the building to suit its use as a welcome center
- Produce architectural plans and/or drawings of the proposed welcome center design

## **III. Schedule**

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All responses to this RFP must be received no later than: September 30, 2023

Selection of consultant(s) will be complete by: October 31, 2023

Project will commence by: January 2024

Final products submitted by: November 2024

## **IV. Consultant Selection Criteria**

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The project team will use the Competitive Negotiations procedures for the selection of a consultant. The criteria to be used in evaluation of the proposals will include:

- Clarity of the proposal, understanding of the project objectives and responsiveness to the work program.
- The respondent's experience and qualifications to perform the requested service.
- The respondent's approach to the project, scheduling and budgeting of time to accomplish a complete final draft by the project deadline
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the project partners
- Deliverables and value for the budget available.
- Method of compensation and estimated cost or price to complete the work.

The project team will review consultant qualifications and make a selection. Interviews may or may not be conducted. A formal contract will be worked out with the town after the selection is made.

## V. Submission Requirements

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Responses to this RFP should contain the following:

1. A cover letter expressing the consultant/firm's interest in working on the project, and identification of the specific individual(s) who will perform the work.
2. The approach to be taken toward completion of the project and an explanation of any proposed modifications or variations to the Scope of Work and Specific Deliverables.
3. A description of the capabilities and experience of the personnel who would work on this project and summary of why the consultant is well-qualified to conduct this work.
4. The names and qualifications of any sub-consultants who will work on the project.
5. Confirmation that the consultant can perform the work in the time period specified.
6. A cost proposal consisting of total hours of each person for each work element, and allocation, totaling the stated budget. The budget for this project will not exceed \$40,000.
7. A list of three references with email and telephone contact information.
8. Demonstration of success on similar projects in communities of similar size and demographics, including a brief project description and a contact name and address for reference.

**Proposals must be submitted in digital format (PDF) to the email address above, Jessica Van Oort (jvanoort.pawletsb@gmail.com). Please ensure that the document is easily printable (regular paper formats of 8"X11", 8"X14" and/or 8"X17").**

## VI. General Information

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This solicitation of proposals in no way obligates the Town to award a contract.

Town is an Equal Opportunity Employer; selection of consultants shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation.

All rights, titles to and ownership of the data, material and documentation resulting from this project and/or prepared for the Town pursuant to this RFP shall remain exclusively with the Town except that consultants may reserve the right to preserve the integrity of deliverables so that they are not misrepresented or misused.