

REQUEST FOR QUALIFICATIONS

Consultant Services sought for a
Feasibility Study
for the Future Use of the Holland Town School Building

Date Issued: **May 24, 2019**

Responses Due: **June 7, 2019**

PROJECT DESCRIPTION

Overview

The Holland Town Elementary School will close at the end of the 2018-2019 school year, and the Town seeks to commission a feasibility study that examines up to three (3) scenarios for the future use of the Holland School building. The original part of the school building was built in 1955 and additional classrooms and a gym were added ca. 1971. The Town seeks a sustainable use for the building that will retain its function as an emergency shelter and a center for community life in this rural town.

Alternatives to be considered may include, but are not limited to:

- 1) a cultural center with an educational component that would utilize existing classrooms;
- 2) a small business incubator that can utilize the commercial-grade kitchen and the highest internet speed available in the area;
- 3) town offices and town garage on one site;
- 4) housing with a community room.

Context and Background:

Holland is a rural community in Orleans County, Vermont situated on the Canadian border. The Town's population was estimated at 661 in 2017. Holland is 15 miles from the City of Newport (estimated population 4,372), and 2 hours from the Canadian city of Montreal (estimated population 1.8 million). The Town of Holland does not have local zoning regulations. More information can be found in the Holland Town Plan, which can be viewed at the Holland Town Clerk's office, or online at the Northeastern Vermont Development Association website here: <http://www.nvda.net/holland.php>

Funding

A total of **\$17,300** is available for consultant services, including associated materials and travel costs. Funding is provided by the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development, and from the Town of Holland.

Work Plan

The following workplan details the tasks expected to form the basis for submitted proposals:

Task Name/Expense	Description
Architectural Design/Space Planning	<ul style="list-style-type: none">• Review existing plans/materials related to existing building and site;• Site visits to obtain on-the-ground conditions;• Meet with steering committee to identify alternatives to be studied;• develop CAD drawings to be used for study;• proposed program of space needs for each of three alternative uses;

	<ul style="list-style-type: none"> perform a review of each of the alternative uses as it relates to the Vermont Fire and Building Safety Code; Identify potential permit requirements for each of three alternatives; Develop a conceptual floor plan for each of the three optional uses; Review plans at public meeting with stakeholders and make any revisions that may result from this review; Develop an outline specification indicating basic types of finishes, building treatments, and types of construction to provide a basis for an initial cost estimate.
Structural, Mechanical, Electrical Engineering Consultation	<ul style="list-style-type: none"> Review the existing building, its condition and proposed uses with Structural, Mechanical and Electrical Engineers to identify system types and improvements that may be needed for each of the three alternative uses, at a level of detail sufficient to develop preliminary budget calculations.
Civil Engineer Consultation	<ul style="list-style-type: none"> Identify site improvement issues of vehicular movement, entrances, parking, pedestrian paths, etc. Determine if existing water and septic systems serving the building need further design to accommodate each of the proposed uses.
Cost Estimator consultation	<ul style="list-style-type: none"> Obtain preliminary cost estimate for each of the three alternatives.
Materials and Travel Expenses	<ul style="list-style-type: none"> Presentation materials for public meeting, mileage

Timeframe:

The anticipated project start date is early July, 2019, and the project must be completed by May 31, 2020.

Deliverables:

- Site visit and kickoff meeting with Holland Town steering committee;
- Conceptual plans suitable for presentation, preliminary cost estimates, and identification of permits potentially required for up to three (3) scenarios for the former school building;
- At least one public meeting at which the plan alternatives are presented and questions are addressed;
- Brief narrative report describing public process and public comments.

SUBMISSION REQUIREMENTS

All responses to the RFQ shall include the following information:

1. Cover Letter - A letter of interest for the project.
2. Statement of Qualifications and Staffing – Provide a qualifications profile of the lead consultant and any sub-consultants, including indication of the lead consultant, the proposed role of each consultant on the team. Also provide detailed information on each consultant, including the name of the firm, year established, contact information, and hourly rates for the individuals involved.
3. Summaries of relevant projects – Describe relevant experience on similar projects and list the work experience of the individuals expected to be involved in the project. Include a minimum of three (3) professional references.

4. Page Limit - The proposal, encompassing items 1-3 above, shall not exceed 15 double-sided pages (30 total pages) including cover letter, project lists and contacts. **Readily recyclable proposal materials (no plastic bindings) are appreciated!**

All information submitted becomes property of the Town of Holland upon submission. Holland reserves the right to issue supplemental information or guidelines relating to the RFQ as well as make modifications to the RFQ or withdraw the RFQ.

Respondents should submit the above information by June 7, 2019, as follows:

- Six (6) printed copies to Diane Judd, Holland Town Clerk, 120 School Rd., Holland, VT 05830
- One (1) digital copy to holland1805@hotmail.com.

Please expect a confirmation email from holland1805@hotmail.com upon receipt of the qualifications.

If you have any questions about this project or the RFQ, please address them via email to Irene Nagle at inagle@nvda.net. Responses to all questions will be provided within 2 business days. Both the question and response will be shared with the other consultants.

Selection Process

Qualifications will be reviewed by a selection committee. Prior to making a decision, the selection committee may request an interview in-person or via conference call.

RFQ Schedule Summary:

- Submissions due June 7, 2019
- Consultant selection by June 21, 2019
- Contract finalized by June 28th, 2019
- Project work to begin early July, 2019
- Complete project on or by May 31st, 2020

Evaluation of Qualifications

Respondents will be evaluated according to the following factors, weighted as shown in the table below:

Factor	Weight	Max Points	Weighted points
Experience with similar projects	5	5	25
Knowledge of the NEK region	4	5	20
Proven ability to work with committees and conduct public meetings	4	5	20
Availability to begin work on project start date	4	5	20
Quality, completeness and clarity of submission	3	5	15
TOTAL POINTS			100

Final Consultant Selection

Following the selection process, one consultant team will be selected to negotiate a contract for services, including a final scope of work with specified deliverables. Any expenses resulting from the proposal process will be the sole responsibility of the consultant.

Contract Requirements

The consultant contract will be subject to the terms of Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements), which is available for review upon request.