

**Request for Proposal for
Architectural Services for
Northwest Access Television Media Barn
in the Town of Saint Albans, Vermont
April 8, 2016**

I. OVERVIEW

This Request for Proposal (RFP) relates to the design and construction supervision of a one story building for Northwest Access Television (NWA-TV) on a parcel of land of approximately .75 acres located in the Town of St Albans. In keeping with the historic use of the land, an open barn theme will be combined with advanced media functionality.

NWA-TV has been located in the North Building of Bellows Free Academy –Saint Albans since its incorporation as a non-profit organization in 1999. During its time in this location the organization has added an additional cable channel, several new staff positions and community class offerings. In order to ensure and support the future growth of the organization, additional and autonomous space is needed. Following a lengthy search for available commercial real estate in the NWA-TV service territory, which resulted in no feasible existing options, the Board of Directors approved the purchase of Lot 16 in Franklin Park West.

NWA-TV is motivated to create an open space for the sharing of art and media of all kinds. In addition to housing Franklin County’s only media center, this building will serve as a training facility for media creators of all ages and skill levels. The building will include a large studio space with high ceilings to accommodate studio lighting, as well as office and classroom areas. As a non-profit organization, NWA-TV will balance durability and affordability with aesthetics and sustainability.

II. BASELINE INFORMATION FOR NEW STUDIO

- Location: Lot 16 Franklin Park West (adjacent to CarePartners lots).
- Lot approximately .75 acres. Reference enclosed Map.
- New Studio building to be approximately 3,000 gross square feet with at grade access.
- All rooms will have extensive electrical (110) and ethernet outlets.
- Studio: 30’ by 40’ -This room will have no windows, one large sliding barn door, ceiling height minimum 12 feet.
- Server Room: Independent temperature control will be required.
- Office and Classroom areas to incorporate as much natural light as possible, with interior and exterior windows.
- Parking for 15 vehicles.
- Landscaping as required by St. Albans Town Development Review Board.

III. GENERAL REQUIREMENTS

The proposed site and building layout shall be fully accessible, barrier free and customer oriented, providing easy pedestrian access.

The building/space shall be designed in accordance with general office standards and shall meet all code requirements as specified and currently adopted by Federal, State of Vermont and Local Municipal authorities and permit grantees having jurisdiction.

NWA-TV is committed to ongoing environmental stewardship in order to minimize its environmental footprint by utilizing design and building practices that to the extent possible minimize the consumption of energy and natural resources. NWA-TV's goal is to obtain low facility energy costs. Proposed electric and lighting requirements must be reviewed and approved by Efficiency Vermont, as applicable.

Proposals will be evaluated on the following criteria:

1. Responsiveness to RFP
2. Experience and Qualifications
3. Cost of Services
4. Experience in type of work
5. Quality of sample of work product
6. Cost effectiveness and durable design
7. Energy efficiency and "Green" building techniques
8. Experience with publicly funded projects
9. Experience working with buildings that are eligible for financing through USDA Rural Development grants
10. Experience with permitting under the State Department of Public Safety, current building codes relating to renovation of public buildings, and accessibility requirements under Section 504 of the Americans with Disabilities Act.
11. Quality of working drawings and bid documents
12. Clarity of specifications, and the firm's commitment to review and revise their boiler plate specifications
13. Experience with construction administration
14. Personnel assigned to the project
15. Knowledge of project area
16. Past performance and ability to perform the work within the Owner's time frame and budget.

The design development will begin immediately with the intent of following the scope of work, as described below.

The selected firm will choose one primary contact person from the design development phase through the completion of construction administration. The architect must consult with the Owner's representatives in all matters relating to site layout, design, project cost, materials, quality control, change orders, and other issues impacting the cost and quality of construction.

In coordination with the Owner, the project architect will bid engineering services, specifically: Civil, Structural, Electrical, Mechanical and Fire Protection. All consultants will have contracts with the Architect. We will execute a form of AIA B101-2007 as amended by the Owner as the contract between Architect and Owner.

The Owner will retain final approval of all decisions, including: the selection of project consultants, engineers, cost estimator and general contractor.

Other Requirements

The selected architect will be required to sign the Vermont Department of Fire Safety Accessibility compliance forms. The selected architect will be required to provide professional liability insurance coverage on this project with an annual aggregate of \$2,000,000, and \$1,000,000 per occurrence coverage.

IV. WORK SCOPE

a. Design Development

- Attend meeting(s) with Owner, to discuss project, review permit requirements and preliminary layouts, and confirm project scope, schedule and preliminary budgets.
- Attend meeting(s) with Owner, other consultants, funders and regulators to refine design and resolve conflicts.
- Solicit and obtain proposals from mechanical, electrical, civil, fire protection and structural engineers to be reviewed by both the architect and the Owner. Architect and Owner will select engineers for the project; the engineers will have a subcontract with the Architect.
- Obtain all necessary permits.
 - Prepare a complete code and permit review.
 - Obtain a preliminary code opinion from the State Department of Public Safety.
 - Produce drawings and information for local and state regulators, as required, including site plan; typical floor plans and building elevations.
 - Complete required local permit applications.
- Refine and revise the design including the development of structural, mechanical, and electrical requirements.
- Work closely with engineers and consultants to coordinate site and building designs.
- Work closely with owner's audio-video, energy and environmental consultants to assure those issues are addressed in the design and planning.
- Produce plans and specifications for review by the Owners. The architect should expect to have multiple design review meetings with the Owner and project design team.

b. Construction Documents and Construction Administration

- Meetings with Owners, as required, to review plans and resolve issues.

- Review and incorporate into final plans and specifications energy-related building components, as recommended by Efficiency Vermont and other energy-related funding sources.
- Prepare final construction drawings and specifications that the Owner will use to solicit competitive pricing from general contractors for the project.
 - These plans and specifications will be complete, and detailed, coordinating all components of the project to include: site drawings, civil & structural engineering, architecture, and mechanical, fire protection and electrical systems.
- At around 50% construction drawings, the architect will provide information to the Owner's cost estimator for a revised cost estimate.
- Prepare Vermont Department of Public Safety (DPS) application for submission by the Owner. The Owner would like to submit plans to DPS for approval one full month before going out to bid.

c. Bidding and Negotiations

The architect will be expected to:

- Distribute bid documents to Owner-selected contractors.
- Facilitate a pre-bid walk-through with contractors.
- Respond to general contractor inquiries and issue addenda through the bid phase.
- Be available by phone to answer questions from bidders during the bid phase.
- Assist Owner in evaluating bids and preparation of construction contract agreement with general contractor.
- Assist Owner in contract negotiations, as requested.
- Prepare draft and final construction contract agreement for Owner review and approval with general contractor.

d. Construction Administration

Work to include, but not be limited to:

- Complete construction oversight, reviewing the contractor's work, and problem solving.
- Coordinate with consultants to resolve problems in a timely manner.
- Coordinate and attend one site visit and one job meeting per week, conducted on the same day.
- Prepare and distribute typed meeting minutes.
- Review all material and equipment submittals and shop drawings.
- Provide clarification sketches as needed.
- Review all change orders with supporting documentation for owner's approval.
- Review and certify contractor requisitions for payment.
- Preparation and distribution of punch lists.
- Conduct final inspection of work.
- Preparation and certification of certificate of substantial completion.
- Obtain certificates of occupancy for the building.

- Conduct one-year warranty inspection. Prepare and distribute list of warranty items to be corrected by general contractor.

V . PROCESS AND DEADLINES

- NWA-TV intends to proceed as expeditiously as can reasonably be achieved.
- An information session and/or site visit can be scheduled at the request of the applicant.
- NWA-TV assumes no responsibility or liability for any cost incurred by proposers in responding to this RFP.
- NWA-TV reserves the right to reject, in whole, or in part, any proposal for any reason.
- NWA-TV reserves the right to supplement, amend or otherwise modify any elements of this RFP without limitation.
- This solicitation of proposals in no way obligates NWA-TV to issue a contract.
- A team, consisting of the NWA-TV Building Committee, will review each submission and make its recommendation to the NWA-TV Board of Directors.
- Upon selection of a proposal by the NWA-TV Board of Directors, negotiations will commence to secure a definitive form of Work Agreement.

Proposal submissions should be sufficiently comprehensive and accurate for us to select a proposal and move forward without delay or misunderstanding. We expect that the materials being provided to you are sufficiently comprehensive for you to be able to determine your costs to design and supervise construction with reasonable accuracy.

Preliminary Project Schedule:

April 8, 2016	Issue RFP for Design of the Media Barn
April 18, 2016	Deadline for all questions
April 22, 2016	Answers to all questions will be posted
April 29, 2016	Deadline for Response to RFP
May 9-13, 2016	Interview Potential Candidates
May 16, 2016	Anticipated Notice to proceed
May-June 2016	Design Development
June-August 2016	Permitting
September 2016	Construction Documents
October-November 2016	Bid schedule
May 2017	Construction to begin
September 2017	Anticipated Completion

Please direct all questions in writing to Elizabeth Malone at Northwest Access TV at director@northwestaccess.tv. Response to questions will be posted on <http://northwestaccess.tv/news>

VI. PROPOSAL SUBMISSION REQUIREMENTS:

- ❑ Letter of interest including key personnel in your firm who would be working on this project, and the design experience of those individuals on projects of similar nature.
- ❑ Firm resume and brochure, including photos and descriptions of relevant completed projects. Describe related site planning experience.
- ❑ Three references of recently completed projects.
- ❑ Not-to-exceed price for design phases of the project. Please separate the pricing for the following phases:
 - Design Development
 - Construction Documents
 - Bidding and Negotiation
 - Construction Administration
- ❑ Not-to-exceed price for reimbursable expenses.
- ❑ Percentage mark-ups for consultants.
- ❑ Schedule of hourly rates for additional services during the pre-development design phase for principal(s), associates, drafters, etc.
- ❑ Please provide proof of insurance: Professional liability insurance coverage with an annual aggregate of \$2,000,000 and \$1,000,000 per occurrence will be required if we move forward with the AIA contract for design services.
- ❑ List the engineering firms you would consider contracting for mechanical, electrical, civil, structural, and fire protection services.
- ❑ Indicate your firm's availability for start-up, commencement and completion dates.

Please submit three original proposals and one electronic proposal:

**Elizabeth Malone, Executive Director
Northwest Access TV
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END OF RFP