

# The All Access Project



## at the historic Vergennes Opera House

120 Main Street, 2nd Floor City Hall  
Vergennes, VT 05491  
[VergennesOperaHouse.org](http://VergennesOperaHouse.org) ♦ 802.877.6737

**November 17, 2023,**  
**REQUEST FOR PROPOSALS**

The Friends of the Vergennes Opera House (“FVOH”), a Vergennes-based not-for-profit corporation, seeks proposals from qualified construction management (“CM”) firms to provide construction-period construction management services to accomplish accessibility improvements to Vergennes City Hall located at 120 Main Street in Vergennes, Vermont, comprised of: (i) the addition of an elevator tower and associated site and building improvements, and; (ii) installation of an interior passenger lift to provide accessibility to the stage and dressing room levels of the Opera House (“the Project”).

RFP Issued:	November 17, 2023
Register for Site Visit:	November 27, 2023, at 4:00 p.m.
Mandatory Site Visit:	November 30, 2023 @ 3:30 p.m.
Deadline for Submission of Questions:	December 4, 2023 @ 12:00 p.m.
Proposal Due:	December 8, 2023 @ 4:00 p.m.
Anticipated Interviews of CM Finalists:	December 14, 2023
Anticipated CM Notification of Selection:	December 15, 2023

**1) The Project**

**A. Project Description and Background**

The All Access Project imagines a City Hall/Opera House that is accessible to all via an elevator tower that will be constructed and affixed to the southwest side of the building, and an interior passenger lift to provide access to the stage and dressing room levels.

The Vergennes Opera House was officially reopened in 1997 after a multi-year effort to restore the community space and get it “up to code” in time for its 100th anniversary. Since that grand reopening, the Opera House restoration has continued under the direction, energy and enthusiasm of the non-profit all-volunteer team, The Friends of the Vergennes Opera House (FVOH).

Today the theater space hosts a myriad of events, some produced by FVOH as well as private functions such as weddings and parties, and important community meetings and forums such as the annual town meeting in March.

Since the reopening in 1997, the little city of Vergennes has grown and prospered with new families, new retail establishments and a wide variety of restaurants. The pride in the community is palpable and improvements in the downtown have continued. Today the stores and businesses on the historic Main Street are accessible via newly completed sidewalks, ramps, and curbing. It is well past time that the city’s own community center meets these same accessibility standards.

**B. Work Completed to Date**

- i. Site Surveys
  - a. Boundary survey and easement agreement for alleyway confirmed.
  - b. Topographic survey of alleyway prepared.
- ii. Procured Design Services
  - a. Selected Vermont Integrated Architecture (VIA) by competitive process
- iii. Section 106 Review
  - a. Site visit and review of plans with Division for Historic Preservation to confirm proposed direction is consistent with the *Secretary of the Interior's Standards for Rehabilitation*.
- iv. Preparation of Complete Construction Documents
  - a. See Attachment #2 - Construction Documents prepared by VIA dated 4/30/23.
- v. Obtained all Required Permits
  - a. City of Vergennes zoning permit issued.
  - b. Vermont Dept. of Public Safety – building permit issued.
- vi. Preparation of Realistic Project Budget and Fundraising Plan
  - a. Detailed research and investigation of funding sources, along with development period cash flow forecast tied to grant calendar.
- vii. Secured Funding
  - a. Fall 2021 - Successful seed money philanthropy from community.
  - b. July 2022 - Award of \$30,000 municipal planning grant from Vermont Community Development Program.
  - c. August 2023 – Award of \$30,000 Cultural Facilities Grant from the VT Arts Council.
  - d. August 2023 – Award of \$300,000 Catalyst Grant from the Northern Borders Regional Commission.
  - e. Application approved for \$500,000 Congressional Directed Funds.
  - f. Applications pending with pertinent funders for construction funding.

**C. Summary of Development Constraints and Parameters.**

- i. Minimize impact on continued operation of City Hall.
- ii. Support continued collaboration with St. Paul's Church (neighboring property owner with whom the alleyway between the respective buildings is shared) and stage construction to limit disruption and provide opportunity for St. Paul's to implement its own improvements.
- iii. Conform design to the Secretary of Interior's Standards for Rehabilitation.
- iv. Provide for phasing of construction implementation.
- v. Meet realistic budget targets.

**D. Environmental Conditions**

FVOH has performed a Phase 1 environmental site assessment of the project site finding no asbestos and minimal lead in the areas tested. Because of shallow depth to bedrock, and the consistent, non-industrial history of the adjoining properties, FVOH is hopeful that there are not any subsurface conditions of concern.

**E. Public Funding and Procurement Requirements**

FVOH expects to seek state and federal funds to pay, in part, for construction of the Project. To comply with the procurement requirements of those funding sources, FVOH has publicly advertised this RFP. FVOH has also reached out to a small, select group of firms with an invitation to respond to this RFP.

**F. Project Leadership**

FVOH is governed by a 14-member, all-volunteer Board of Directors. FVOH controls use of the second floor Opera House space under a long-term lease from the City of Vergennes. The lease permits FVOH to make capital improvements to the building.

A five-person project committee was formed in Fall 2021 comprised of the President and Treasurer of FVOH, a local designer and builder, a local developer, and a local music educator. The committee is augmented by regular input from the City Manager and a steward from St. Paul’s Church.

The Vergennes City Council has strongly supported the proposed project (it voted unanimously to approve the submission of the application for a municipal planning grant) and receives regular progress updates.

**G. Project Team**

Architect:	Vermont Integrated Architecture Ashar Nelson, Principal
Structural Engineer:	Engineering Ventures Bob Neeld, Principal
Civil Engineer:	Otter Creek Engineering Brent Rakowski
MEP:	Assumed to be design/build or design/build/assist

**2) Scope of Services**

FVOH is seeking a Construction Manager (CM) to lead an organized, careful, and quality construction process. The CM must be experienced in construction of comparable buildings and related site work activities. Proposals will be evaluated based on experience, references, bonding capacity, proposed management team, organization and approach to this project, pre-construction phase costs, and general conditions costs and fees.

The selected CM firm will be expected to provide all services as delineated in AIA A-133 – 2019 edition leading to a guaranteed maximum price for the Project, including but not limited to:

- Project meetings twice per month through completion of Construction Documents.
- Review Construction Documents and provide written comments and observations regarding coordination, omissions and constructability and making recommendations as to material selections and project sequencing.
- Ongoing Constructability Reviews.
- Ongoing advising on project cost and schedule implications of design decisions.
- Construction Scheduling, Planning and Logistics.
- One complete Construction Documents Estimate.
- Subcontractor - Trade Bidding, including bid packaging and coordination with the Architect; procuring subcontract bidders; preparing bid requests; prequalifying major subcontractors; and assessment of qualifications and proposals.
- Award subcontracts and purchase orders; execute and administer all required insurance and bond information.
- Construction Services shall include those in Section 3.3 of the modified AIA Document A133-2019, and in the AIA Document A201 -2017.

### **3) Schedule**

Contingent upon the receipt of all necessary financing commitments, FVOH seeks to commence construction May of 2024.

### **4) Budget**

FVOH's budget for construction is approximately \$1.3 million. This amount is for hard construction costs only and *does not include* furnishings, fixtures, and equipment, permit fees, professional fees, or contingency.

### **5) Proposal Contents**

The proposals shall consist of two parts: the main proposal and supporting documents. To be considered, please submit one electronic file inclusive of the following materials:

## **Main Proposal**

The main proposal shall include the following information:

1. Company Overview – Provide a brief description and overview of your firm, including company history, size, key personnel, and business philosophy/approach.
2. Experience with Construction Management (CM) – Outline your firm’s experience with the Construction Management delivery method, including your experience with Guaranteed Maximum Price (GMP) agreements.
3. Project Experience and references – Describe your firm’s experience with projects of comparable size and complexity completed within the last five to ten years, focusing on CM and GMP projects. Please note if projects were not CM projects, and if your company did or did not provide pre-construction services for the project. Include a project description, GMP values and final project cost values, and contact information for the project owner and architect including the name, mailing or email address, phone number, and title of each reference. Identify your firm’s management team for each project. Include at least one project employing your proposed project site superintendent. **Specific experience with accessibility, historic buildings and performance facilities should be highlighted.**
4. Management Team - Provide the resumes of all management personnel to be assigned to the FVOH project. At a minimum, resumes for the Project Manager, Site Superintendent(s), Project Estimator, and Project Executive shall be submitted. Identify and define their prospective roles and responsibilities and indicate the amount of time they will commit to the project.
5. Project Understanding and Approach – Describe how your firm would approach this Project including logistics and construction planning, scheduling, estimating and budget reconciliation, constructability review, sub-contractor bidding, management of the construction, project commissioning and post-occupancy project close-out.
6. Cost Control Methodology – Describe your firm’s approach to project estimating, managing project budgets, setting a Guaranteed Maximum Price, processing change orders, managing cost and contingency during construction, and meeting cost accounting and auditing requirements in a timely fashion.
7. Preliminary Construction Budget – Provide a detailed cost estimate based on the Construction Documents included as Attachment #2.
8. Cost and Fee Proposal – provide your Construction Management Fee Proposal on the Proposal Pricing Form included as attachment 1 to this RFP.

## **Supporting Documents**

- A letter from your surety indicating your firm’s ability to acquire a 100% performance and payment bond for this project, assuming a Guaranteed Maximum Price of \$1,300,000.

## **6) Site Visit**

Respondents are required to visit the project site prior to preparing their proposal. A site visit will be held on November 30, 2023, at 3:30 P.M. led by the architect and members of the project committee. Pre-registration to attend the site visit is required no later than November 27, 2023, at 4:00 p.m. by registration at [info@vergennesoperahouse.org](mailto:info@vergennesoperahouse.org) .

## **7) Proposal Due Date**

Proposals are due in electronic form **no later than December 8, 2023, at 4:00 P.M.** and should be sent to: [info@vergennesoperahouse.org](mailto:info@vergennesoperahouse.org) and [ashar@vermontintegratedarchitecture.com](mailto:ashar@vermontintegratedarchitecture.com).

## **8) Process and Criteria for Selection**

**Questions** regarding this RFP may be delivered electronically to [info@vergennesoperahouse.org](mailto:info@vergennesoperahouse.org) and [ashar@vermontintegratedarchitecture.com](mailto:ashar@vermontintegratedarchitecture.com) by **December 4, 2023, at 12:00 P.M.** Responses will be distributed to all firms by December 6, 2023, at 4 P.M.

FVOH reserves the right to reject any and all proposals, or to accept any proposal deemed to be in its best interests.

Proposals will be reviewed by the Project Committee of FVOH and the architect. Interviews with respondents may be scheduled by the Committee. Proposals will be reviewed such that comparable experience of the team, pricing, responsiveness to the RFP and availability are the most important selection criteria.

FVOH expects to select a firm by December 15, 2023. It is expected that the form of contract will be the 2019 edition of AIA Document B 133 Standard Form of Agreement Between Owner and Construction Manager as Constructor, Cost Plus a Fee with a Guaranteed Maximum Price or such other form as may be suitable and agreed by the parties.

## **9) Attachments**

1. Proposal Pricing Form
2. Construction Documents prepared by VIA dated 4/30/23.

**Proposal Pricing Form**  
*for*  
**Construction Management (CM) Services**  
**for Renovations and Additions to the Vergennes Opera House**  
**Vergennes, Vermont**

**To**

Gerianne Smart, President  
Friends of the Vergennes Opera House, Inc.  
P.O. Box 88  
Vergennes, VT 05491

Please provide the following information, costs, and fees for your CM services Proposal for the Friends of Vergennes Opera House. An allocation matrix is provided at the end of this document to clarify where you should assign your costs.

**1. Firm Name**

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**2. Construction Management Services Fee**

Please provide a Construction Management Fee as a percentage of the Cost of the Work, to also be used for additions or deductions to the Cost of the Work. Assume a total construction budget value of \$1,300,000 to set this fee, inclusive of all CM fees and General Condition Costs. Note that per the AIA 133-2019, this fee is intended to cover overhead and profit for your company and this is the only location where profit may be included in your proposal.

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(Please enter the amount in percentage)

**3. General Conditions Costs**

Please provide proposed costs for General Conditions as described in the RFP Scope of Work and the associated AIA agreement documents, based on the schedule indicated below. Please attach a detailed cost breakdown of your General Conditions. Your General Conditions shall be exclusive of CM Services Fee and none of these items shall be considered as part of the Cost of the Work.

**3.1** Provide a base proposed value for General Conditions for a project construction start date of May 6, 2024, and a twenty (20) week project duration:

\_\_\_\_\_

(Please enter the amount in numerical and long hand dollars)

**4. Performance and Payment Bond Costs**

Please provide the cost of furnishing performance and payment bonds to cover the complete execution of the project payment of obligations associated with the project, assuming a total construction budget value of \$1,300,000, inclusive of all CM fees and General Condition Costs.

\_\_\_\_\_

(Please enter the amount in percentage)

**5. Hourly Rates**

Please provide hourly rates for all company personnel. These rates shall not include mark-up for profit, bonuses, profit-sharing or incentives or other costs not directly related to the cost of each position, if applicable. Please provide rates in dollars per hour:

Project Manager \_\_\_\_\_

Assistant Project Manager \_\_\_\_\_

Project Estimator

Site Superintendent

Assistant Site Superintendent/Site Foreman

Safety Officer

Office Administrator

Other

Other

Other

**6. Certification**

By submission of this Proposal Pricing Form, the undersigned certifies that this pricing has been arrived at independently without consultation, communication, or agreement as to any matter relating to these costs with any competitor.

The undersigned acknowledges the right of the Owner to accept or reject any or all Proposals.

Signed by \_\_\_\_\_  
(Provide your name)

Representing \_\_\_\_\_  
(Provide your company name)

Position \_\_\_\_\_  
(Provide your position within the company)

Date \_\_\_\_\_  
(Provide the date of submitting your proposal)

Telephone Numbers Business \_\_\_\_\_ Cell: \_\_\_\_\_  
(Provide your telephone numbers)

## **Cost Allocation Matrix**

The following price categories are to be included in the **Construction Management Services Fee**:

Profit;  
Project Executive;  
Corporate Officer's Salaries & Benefits;  
Home office overhead, rent, autos and travel;  
Interest on borrowed capital;  
Payroll and Bookkeeping expenses;  
General Liability Insurance;  
Worker's Compensation Insurance.

The following price categories are to be included in the **General Conditions Costs**:

Project Manager  
Asst. Project Manager  
Project Engineer  
Estimator - Change Management  
Scheduler - Updating  
Full Time Superintendent  
Asst. Superintendent  
MEP Engineer/Manager  
Field Engineers  
Accounting  
Safety Officer  
Administrative Support  
Purchasing  
Travel  
Project Vehicles  
Weekly Progress Photos  
Reproduction and Printing  
Submittals & Shop Drawings  
Punchlist process  
As-Built Drawings  
O+M Manuals and Demonstration and Training  
Mobilization/Demobilization  
Jobsite Office Trailer, if necessary, suitable for weekly Job Meetings  
Office Equipment and Supplies  
Project Sign and Temporary Signage  
All communications devices and use and postage  
Temporary Toilets and Sanitary Facilities  
Temporary Electrical Panel  
Winter Conditions, Heating and Heating Fuel  
Dust and Noise Control

Staging Areas, Materials and Equipment Storage, including Storage Trailers  
Traffic Control  
Snow Removal  
Safety Procedures  
General Protection, Barriers, Fencing and Safety  
Protection of Finished Work  
First Aid  
Jobsite Fire extinguishers  
Small Tools and Consumables  
Rubbish, Recycling and Cleanup  
Trash Chutes  
Street and Storm Drain Cleaning  
Final Cleaning including Exterior Windows

The bonding costs are to be included in the **Payment and Performance Bond Costs.**

The following price categories are to be included in the **Cost of Work:**

Access Road Construction  
Traffic Control  
Surveying for Site Work  
Building Layout  
Equipment Rentals including lifts, lulls, and specialized tools  
Scaffolding and Staging  
Shoring  
Dumpsters and Tipping Fees

The following price categories will be included in the **Owner's Costs:**

Builder's Risk Insurance  
Building Permitting Fees  
Off-site parking or Temporary Parking Area  
Independent Testing and Inspections  
Utility Charges and Fees  
Jobsite Access to Water Supply  
Temporary Electric Power Consumption  
Moving and Storage Expenses  
Original Survey  
Watchman or Guard Services  
Building Commissioning  
Hazardous Materials Survey, Abatement and Disposal  
HVAC Commissioning

