

**Town of Middlesex, Vermont**  
5 Church St.  
Middlesex, VT 05602  
[clerk@middlesexvermont.org](mailto:clerk@middlesexvermont.org) (802) 223-5915

## REQUEST FOR PROPOSALS

Services sought for a Preliminary Building and Site Condition Assessment, including a feasibility study, a schematic design and an initial cost estimate for rehabilitation of the Middlesex Town Hall located at 5 Church Street in the Town of Middlesex, Vermont.

**DATE:** September 7, 2022  
**RFP DUE:** October 7, 2022  
**CONTACT:** David Magida  
[davemagidavt@gmail.com](mailto:davemagidavt@gmail.com) (802) 223-8672

All questions and communications regarding this RFP should be directed to David Magida, at (802) 223-8672 or [davemagidavt@gmail.com](mailto:davemagidavt@gmail.com). See the following for further details, supporting documents, and additional resources to support interested bidders.

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### PROJECT DESCRIPTION

The Town of Middlesex seeks proposals to perform a Preliminary Building and Site Condition Assessment, including a feasibility study, a schematic design and an initial cost estimate for rehabilitation of the Middlesex Town Hall located at 5 Church Street in the Town of Middlesex, Vermont.

The purpose of this project is to assist the Town in deciding whether the existing Town Hall can continue to serve as a building for Town Offices and other public meeting and voting functions, or if the Town would be better served operationally and/or financially by replacing the building at its present location or building the Town Offices at another location.

Middlesex Town Hall is in a State of Vermont recognized village center and is situated on a 0.73 +/- acre lot owned by the Town of Middlesex. Also on the property is an old school house that formerly served as the Middlesex Fire Station. The Middlesex Town Hall currently serves as offices for the Town of Middlesex.

The Middlesex Town Hall has strained and outdated accessibility, restroom, office, and vault

facilities that limit its ongoing availability to serve as a town office, meeting and polling place for the Town. Though limited, a handicap access with an elevator and new front stairs were installed around 2000. The offices are served by an on-site well and septic system.

The Middlesex Town Hall is nearly 100 years old and occupies a location in the center of the Village. The Middlesex Town Plan seeks to “maintain the historic village as a commercial, cultural and civic center of the community.” Preservation of the historic aspects of the building, that complement the image and character of the village center, though not paramount, should be considered in any proposed design concepts.

Project considerations include, but are not limited to:

- Feasibility of repair or replacement of systems needed to provide handicap accessibility for the building.
- Feasibility of repair or replacement of systems needed for heating and ventilation.
- Expanding a fireproof vault so it can be of a sufficient size for the preservation of the files and records that are now in the vault as well as files and records hereafter accumulated by the town clerk.
- Configuration of Town Office to accommodate a public research area outside of the vault, and within sight of the town clerk and assistant town clerk’s work areas.
- A public counter / partition between employees and the public access area (e.g., half wall with counter and clear partition above). The design of this space should include a simple, easily installed barrier as might be used during a pandemic to safely facilitate interaction between employees and the public.
- An office for the town clerk that includes a separate desk area for recording land records.
- Desk areas for the assistant town clerk/bookkeeper, the zoning administrator, board of listers, and treasurer.
- A multi-purpose public meeting room with capacity to hold a minimum of 40 community members and can also be suitable to be used as a polling place for elections.
- A small kitchen area for use by employees (not commercial duty).
- A computer room with ventilation for the computer server.
- Handicap accessible bathrooms.
- Adequacy of septic and water for ongoing public uses.
- Parking design concepts.
- Identification of hazardous materials (asbestos, lead paint, PCB's, radon) and plan to remedy to code.
- Preliminary cost estimates for all features.

## DESIRED PROJECT TIMEFRAME

December -January 2022	Building and Site Condition Assessment and Space Needs Assessment
February 2023	Estimated Project Budget & Evaluated Conceptual Designs
February 2023	Summary report to be shared at Town Meeting

## PROPOSAL SUBMISSION REQUIREMENTS

All responses to the RFP shall include the following information:

1. **Cover Letter** - A cover letter of interest and general description of recommended approaches, scope of work, processes, and deliverables for the project.
2. **Scope of Work** – Describe the project approach and overview of engagement with the Middlesex Select Board. The consultant may also propose additional supplemental items to the scope of work.
3. **Proposed Schedule** – Provide a work schedule that includes completion of work tasks and deliverables, as well as key meetings. Even though a desired project timeframe has been suggested in the RFP, it is not required that it be followed exactly depending upon consultant availability.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Also, provide an estimated budget with staff hours for completing each phase of the proposed scope of work.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including the name of the firm, year established, including a description of relevant experience on similar projects for each firm and detailed resume listing of their individual work experience in this role on similar projects.
6. **References** - A minimum of three (3) professional references for whom a similar project has been completed within the last five (5) years.

Respondents should submit one (1) digital copy (PDF) of the submittal by **October 7, 2022**, to:

**Town of Middlesex / Middlesex Town Hall**

David Magida; [davemagidavt@gmail.com](mailto:davemagidavt@gmail.com) (802) 223-8672

All information submitted becomes property of the Town of Middlesex upon submission. The Town of Middlesex reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Consultants may not use, display, or distribute any documents created under this contract without specific, advance approval by the Town of Middlesex. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of the Town of Middlesex. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant.

The Town of Middlesex reserves the right to reject any and all proposals received as a result of this solicitation, to accept any proposal even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract. All persons submitting a proposal certify that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his-her behalf without connection with or obligation to any undisclosed person or firm.

**PROPOSAL EVALUATION**

Respondents will be evaluated according to the following factors:

<b>Criteria</b>	<b>Description</b>	<b>Points</b>
Consultant Qualifications	Experience with similar projects; team experience and skills; and familiarity with project area and topics.	35
Work Plan	Scope of work, methodology, proposed schedule, and alignment of approach with project goals.	25
Quality and Completeness	Overall completeness and quality of proposal	15
Costs and Fee Schedule	Efficiency and quality of services relative to funding; reasonable and appropriate allocations and costs. The Town of Middlesex will only pay for costs specifically contained in your proposal.	25

The chosen consultant and subcontractors must comply with all State and Federal covenants including but not limited to the following provisions:

- Insurance Coverage
- Indemnification
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act

### MIDDLESEX TOWN HALL PHOTOS



Front/side of building: entrance to clerk Office is to the right of the tower



Back of building (no handicapped parking)  
Handicapped entrance door to left of HC parking sign



conference room inside downstairs





Parking circle behind back of building  
Leach field pipes frequently freeze and  
Cause plumbing problems in the building



Handicapped elevator door. Note the cement  
is not even with the sidewalk, making it impossible  
to independently lift a wheelchair into the elevator.  
Door is heavy and does not open automatically.  
There is no official handicapped parking.



Elevator door open, from outside  
With detail of concrete step



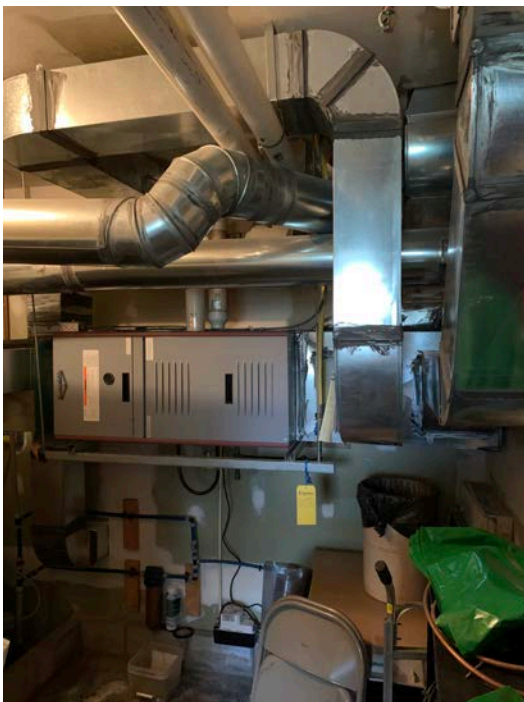
Inside office is below ground level, accessed through  
side door. Two sets of steps required to access



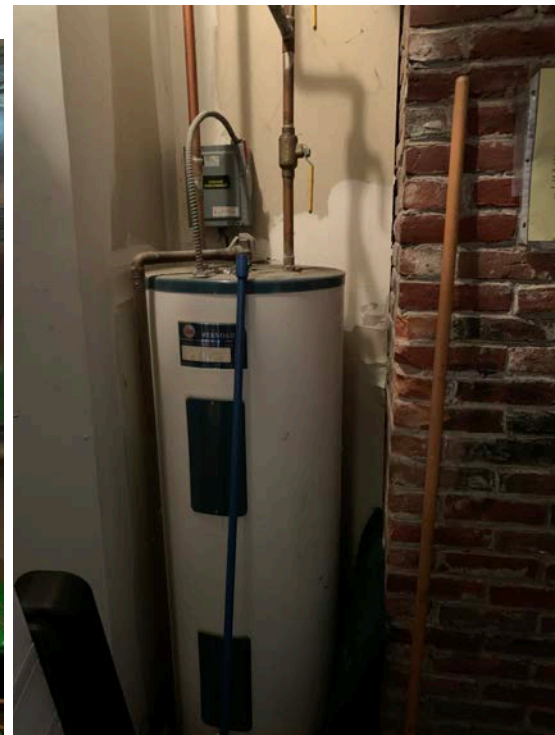
Small vault is filled, and also has higher than Desired radon levels inside the vault



Remaining space left in the vault



Aged propane boiler-parts not available anymore



Hot water heater

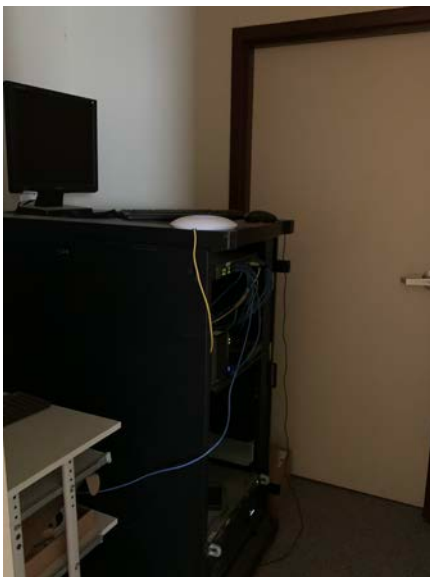




Older windows with storm and screen  
Are upstairs. Building has little to no  
Energy efficiencies



Upstairs common room (voting, committee meetings)  
Cannot be used for town meeting or community  
gatherings due to plumbing issues. Currently used by town  
Clerk during Covid to maintain social distancing



Small Server room, no ventilation



Small overpacked extra office for additional staff and storage