



Request for Proposals (RFP)

for

The Construction of a new building for the Town of Hinesburg Police Station

Issued: Monday, August 5, 2013

Mandatory Pre-Bid Meeting: Friday, August 9, 2013, 8:30 AM

Deadline for Final Submission of Questions: Monday, August 19, 2013 – 5:00 PM

Bid Date and Time: **Friday, August 23, 2013 – 3:00 PM**

Public Bid Reading: **Friday, August 23, 2013 – 3:00 PM**

Anticipated Selectboard Contract Award Date: Wednesday, August 28, 2013

Anticipated Notification of Contractor Selection Date: Thursday, August 29, 2013

Anticipated Mobilization Date: Monday, September 16, 2013

Bid packages will be made available to general contractors on Friday August 2, 2013 at 2:00 PM, distributed through the Blueprints, Etc. plan room. A printed set of the project documentation will also be available for inspection at the Town of Hinesburg Town Hall by 8:00 AM Thursday, August 8, 2013. A printed set of the project documentation will also be available at the offices of Vermont Integrated Architecture, at 99 Maple Street, Suite 13B in Middlebury, VT.

Ashar Nelson, Principal
Vermont Integrated Architecture (VIA)

ashar@vermontintegratedarchitecture.com

Introduction

Vermont Integrated Architecture (VIA) and The Town of Hinesburg invite proposals for the construction of a new Police Station for The Town of Hinesburg located just north of the existing Fire Station on Route 116, Hinesburg, Vermont.

Vermont Integrated Architecture, PC is the Architect of Record for the Project

The Town of Hinesburg is the Owner of the Property

This project will be a tax-exempt project. Federal Tax ID number 03-600511.

Project Summary

The proposed Police station will be located in Hinesburg, Vermont, on a town-owned parcel of land adjacent to the existing Fire Station. The Police Station site layout and design is one component of a master plan to develop the entire parcel into a new town commons and expand the Fire Station.

The proposed Police Station building will be 3,500 square feet, with roughly 2,200 square feet of departmental space and 1,300 square feet of sallyport. The building will be wood-framed construction on a concrete frost wall foundation and slab-on-grade. Soil properties restrict the weight of over-burden, requiring 24" of 'geofoam' fill under the slabs-on-grade. Tall attic trusses over the main portion of the building allow flexibility for future expansion.

Pre-Bid Meeting

There will be mandatory pre-bid meeting with VIA and The Town of Hinesburg for a site walk-through and question and answer session as follows:

Date: Friday, August 9, 2013

Time: 8:30 AM

Location: Town of Hinesburg Fire Station, 10340 Route 116 Hinesburg, Vermont

Participation at the Pre-Bid Meeting is mandatory, and is preferably limited to two (2) people per firm. The purpose of this meeting is to give bidders the opportunity to ask questions about the attached documents and to see the project site. If you are intending to send representatives to this meeting please send a confirmation email to Ashar Nelson by 5:00 PM on August 8, 2013.

ashar@vermontintegratedarchitecture.com

Answers to Questions at the Pre-Bid meeting will be distributed to all bidders.

Further questions may also be submitted, by email, until the deadline for questions noted above. Questions will be answered by the appropriate individuals and answered within 3 business days. Questions and answers will be shared with all bidders.

Exhibits included with this RFP:

Included as part of this RFP are the following documents:

DRAWINGS

See attachment: '02 Hinesburg Police Station Drawing Set 080213'

A-1.0	Cover	Issued 8/02/13
C-1.0	Site Plan	Issued 7/19/13
C-3.0	Police Department Phase 1 Profiles	Issued 7/19/13
C-4.0	Notes and Details	Issued 7/19/13
C-4.1	Notes and Details	Issued 7/19/13
C-4.2	Notes and Details	Issued 7/19/13
LA 100	Landscape Plan	Issued 7/29/13
LA 101	Landscape Details	Issued 7/29/13
LA 200	Site Lighting Plan	Issued 7/29/13
LA 201	Lighting Details	Issued 7/29/13
A-2.1	First Floor Plans	Issued 8/02/13
A-2.1A	First Floor Layout Plan	Issued 8/02/13
A-2.2	Attic Floor Plan	Issued 8/02/13
A-2.3	Roof Plan	Issued 8/02/13
A-3.1	Reflected Ceiling Plan	Issued 8/02/13
A-4.1	Elevations	Issued 8/02/13
A-4.2	Elevations	Issued 8/02/13
A-5.1	Building Sections	Issued 8/02/13
A-5.2	Building Sections	Issued 8/02/13
A-6.1	Wall Sections	Issued 8/02/13
A-6.2	Wall Sections	Issued 8/02/13
A-7.1	Interior Elevations	Issued 8/02/13
A-10.1	Schedules	Issued 8/02/13
A-10.2	Schedules and Wall Types	Issued 8/02/13
S-0.1	General Notes, Basis of Design, Legend	Issued 7/19/13
S-1.0	Foundation and Ceiling Level Plans	Issued 7/19/13
S-1.1	Roof Framing Plans	Issued 7/19/13
S-2.1	Foundation Details	Issued 7/19/13
S-2.2	Foundation Details	Issued 7/19/13
S-3.1	Framing Details	Issued 7/19/13
M-1.11	Mechanical – Ground Floor Ductwork New Work Plan	Issued 7/31/13
M-1.21	Mechanical – Second Floor Ductwork Plan	Issued 7/31/13
M-2.11	Mechanical – Ground Floor Piping New Work Plan	Issued 7/31/13
M-2.21	Mechanical – Second Floor Piping Plan	Issued 7/31/13
M-3.01	Mechanical – One-Line Diagram	Issued 7/31/13
M-3.02	Mechanical – Controls Legend, Notes and Schematics	Issued 7/31/13
M-3.03	Mechanical – Controls Schematics	Issued 7/31/13
M-5.01	Mechanical – Legends and General Notes	Issued 7/31/13
M-5.02	Mechanical – Police Dept. Equipment Schedules	Issued 7/31/13

M-5.03	Mechanical – Police Dept. Equipment Schedules	Issued 7/31/13
M-6.01	Mechanical – HVAC Details	Issued 7/31/13
M-6.02	Mechanical – Piping Details	Issued 7/31/13
E-1.11	Electrical – First Floor Power Plan	Issued 7/31/13
E-1.21	Electrical – Second Floor Plan	Issued 7/31/13
E-2.11	Electrical – First Floor Lighting Plan	Issued 7/31/13
E-3.01	Electrical – Police Dept. One-Line Diagrams	Issued 7/31/13
E-5.01	Electrical – Schedules, Legends and Notes	Issued 7/31/13
E-6.01	Electrical – Details	Issued 7/31/13
P-1.01	Plumbing – Underslab Piping Plan	Issued 7/31/13
P-1.11	Plumbing – Ground Floor Waste and Vent New Work Plan	Issued 7/31/13
P-1.12	Plumbing – Ground Floor Supply Piping New Work Plan	Issued 7/31/13
P-1.21	Plumbing – Second Floor New Work Plan	Issued 7/31/13
P-5.01	Plumbing – Legend, Fixture Schedule and Diagrams	Issued 7/31/13
FP-1.1	Fire Protection Plans	Issued 7/31/13

SPECIFICATIONS

See attachment: '03 Hinesburg Police Station Specifications 080213' for project specifications.

DIVISION 01 - GENERAL REQUIREMENTS

01 10 00	Summary	Issued 8/02/13
01 22 00	Unit Prices	Issued 8/02/13
01 23 00	Alternates	Issued 8/02/13
01 25 00	Substitutions Procedures`	Issued 8/02/13
12 26 00	Contract Modifications Procedures	Issued 8/02/13
12 29 00	Payment Procedures	Issued 8/02/13
01 31 00	Project Management and Coordination	Issued 8/02/13
01 33 00	Submittal Procedures	Issued 8/02/13
01 50 00	Temporary Facilities and Controls	Issued 8/02/13
01 73 00	Execution	Issued 8/02/13
01 77 00	Closeout Procedures	Issued 8/02/13
01 78 39	Project Record Documents	Issued 8/02/13

CIVIL

DIVISION 02 – SITE WORK

02 07 00	Site Demolition	Issued 7/21/13
02 23 00	Site Clearing and Grubbing	Issued 7/21/13
02 23 20	Protection and Repair of Property	Issued 7/21/13
02 27 00	Erosion Prev Sed Cntrl (Permit Not Reqd)	Issued 7/21/13
02 30 00	Earthwork	Issued 7/21/13
02 30 10	Rock Removal	Issued 7/21/13
02 34 00	Casings	Issued 7/21/13
02 51 00	Water Piping	Issued 7/21/13
02 51 10	Bituminous Concrete Pavement	Issued 7/21/13
02 52 00	Horizontal Directional Drilling for HDPE Pipe	Issued 7/21/13
02 53 00	Wastewater Manholes	Issued 7/21/13
02 53 10	Wastewater Piping	Issued 7/21/13

02 63 00	Catch Basins and Stormwater Manholes	Issued 7/21/13
02 63 10	Stormwater Piping	Issued 7/21/13
02 93 00	Lawns and Grasses	Issued 7/21/13
03 30 10	Curb and Sidewalk	Issued 7/21/13

ARCHITECTURAL

DIVISION 05 - METALS

05 50 00	Metal Fabrications	Issued 8/02/13
----------	--------------------	----------------

DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES

06 10 00	Rough Carpentry	Issued 8/02/13
06 20 10	Exterior Finish Carpentry	Issued 8/02/13
06 40 20	Interior Architectural Woodwork	Issued 8/02/13

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

07 21 00	Building Insulation	Issued 8/02/13
07 46 00	Siding	Issued 8/02/13
07 61 00	Standing Seam Metal Roofing	Issued 8/02/13
07 92 00	Joint Sealants	Issued 8/02/13

DIVISION 08 - OPENINGS

08 11 00	Door and Frames	Issued 8/02/13
08 31 13	Access Doors and Frames	Issued 8/02/13
08 36 13	Sectional Doors	Issued 8/02/13
08 54 13	Fiberglass Windows	Issued 8/02/13
08 71 00	Door Hardware	Issued 8/02/13
08 90 00	Louvers and Vents	Issued 8/02/13

DIVISION 09 - FINISHES

09 25 00	Gypsum Board	Issued 8/02/13
09 51 20	Acoustical Tile Ceilings	Issued 8/02/13
09 65 16	Resilient Sheet Flooring	Issued 8/02/13
09 65 19	Resilient Tile Flooring	Issued 8/02/13
09 65 30	Resilient Base	Issued 8/02/13
09 68 00	Carpet	Issued 8/02/13
09 91 10	Painting	Issued 8/02/13

DIVISION 10 - SPECIALTIES

10 52 00	Fire Protection Specialties	Issued 8/02/13
10 80 10	Toilet and Bathroom Accessories	Issued 8/02/13

STRUCTURAL

SEE DRAWINGS FOR SPECIFICATIONS

MECHANICAL, ELECTRICAL AND PLUMBING

DIVISION 22 - PLUMBING

22 05 00	Plumbing General Provisions	Issued 7/31/13
22 05 13	Common Motor Requirements for Plumbing Equipment	Issued 7/31/13

22 05 16	Expansion Fittings and Loops for Plumbing Piping	Issued 7/31/13
22 05 19	Meters and Gages for Plumbing Piping	Issued 7/31/13
22 05 48	Vibration and Seismic Controls for Plumbing Piping and Equipment	Issued 7/31/13
22 05 53	Identification for Plumbing Piping and Equipment	Issued 7/31/13
22 07 19	Plumbing Piping Insulation	Issued 7/31/13
22 10 05	Plumbing Piping	Issued 7/31/13
22 10 06	Plumbing Piping Specialties	Issued 7/31/13
22 30 00	Plumbing Equipment	Issued 7/31/13
22 40 00	Plumbing Fixtures	Issued 7/31/13

DIVISION 23 - HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)

23 05 00	Mechanical General Provisions	Issued 7/31/13
23 05 13	Common Motor Requirements for HVAC Equipment	Issued 7/31/13
23 05 16	Expansion Fittings and Loops for HVAC Piping	Issued 7/31/13
23 05 19	Meters and Gages for HVAC Piping	Issued 7/31/13
23 05 48	Vibration and Seismic Controls for HVAC Piping and Equipment	Issued 7/31/13
23 05 53	Identification for HVAC Piping and Equipment	Issued 7/31/13
23 05 93	Testing, Adjusting, and Balancing for HVAC	Issued 7/31/13
23 07 13	Duct Insulation	Issued 7/31/13
23 07 16	HVAC Equipment Insulation	Issued 7/31/13
23 07 19	HVAC Piping Insulation	Issued 7/31/13
23 21 13	Hydronic Piping	Issued 7/31/13
23 21 14	Hydronic Specialties	Issued 7/31/13
23 21 23	Hydronic Pumps	Issued 7/31/13
23 23 00	Refrigerant Piping	Issued 7/31/13
23 25 00	HVAC Water Treatment	Issued 7/31/13
23 31 00	HVAC Ducts and Casings	Issued 7/31/13
23 33 00	Air Duct Accessories	Issued 7/31/13
23 37 00	Air Outlets and Inlets	Issued 7/31/13
23 41 00	Air Filters	Issued 7/31/13
23 52 17	Condensing Boilers	Issued 7/31/13
23 72 27	Air To Air Heat Recovery Units	Issued 7/31/13
23 81 29	Variable Refrigerant Volume (VRV) HVAC System	Issued 7/31/13

DIVISION 25 - INTEGRATED AUTOMATION

25 00 00	HVAC Instrumentation and Controls	Issued 7/31/13
----------	-----------------------------------	----------------

DIVISION 26 - ELECTRICAL

26 05 00	Electrical General Provisions	Issued 7/31/13
26 05 01	Minor Electrical Demolition	Issued 7/31/13
26 05 19	Low-Voltage Electrical Power Conductors and Cables	Issued 7/31/13
26 05 26	Grounding and Bonding for Electrical Systems	Issued 7/31/13
26 05 29	Hangers and Supports for Electrical Systems	Issued 7/31/13
26 05 34	Conduit	Issued 7/31/13
26 05 37	Boxes	Issued 7/31/13
26 05 53	Identification for Electrical Systems	Issued 7/31/13
26 09 19	Enclosed Contactors	Issued 7/31/13
26 09 23	Lighting Control Devices	Issued 7/31/13
26 24 16	Panelboards	Issued 7/31/13
26 27 01	Electrical Service Entrance	Issued 7/31/13
26 27 16	Cabinets and Enclosures	Issued 7/31/13

26 27 17	Equipment Wiring	Issued 7/31/13
26 27 26	Wiring Devices	Issued 7/31/13
26 28 13	Fuses	Issued 7/31/13
26 28 18	Enclosed Switches	Issued 7/31/13
26 29 13	Enclosed Controllers	Issued 7/31/13
26 29 23	BSD-Variable-Frequency Motor Controllers	Issued 7/31/13
26 32 13	Engine Generators	Issued 7/31/13
26 36 00	Transfer Switches	Issued 7/31/13
26 43 00	Surge Protective Devices	Issued 7/31/13
26 51 00	Interior Lighting	Issued 7/31/13
26 56 00	Exterior Lighting	Issued 7/31/13

DIVISION 27 - COMMUNICATIONS

27 10 05	Structured Cabling for Voice and Data - Inside-Plant	Issued 7/31/13
----------	--	----------------

DIVISION 28 - ELECTRONIC SAFETY AND SECURITY

28 31 00	Fire Detection And Alarm	Issued 7/31/13
----------	--------------------------	----------------

FIRE PROTECTION

DIVISION 21 - FIRE SUPPRESSION

21 00 00	Police Department Fire Suppression	Issued 7/31/13
----------	------------------------------------	----------------

LANDSCAPE ARCHITECTURAL

DIVISION 32 - EXTERIOR IMPROVEMENTS

01 56 39	Tree Protecting & Trimming	Issued 7/29/13
32 01 30	Landscape Maintenance	Issued 7/29/13
32 91 13	Soil preparation	Issued 7/29/13
32 92 00	Seeding and Sodding	Issued 7/29/13
32 93 00	Trees Shrubs and Groundcovers	Issued 7/29/13

OTHER DOCUMENTS

Bid Form - see attachment: '04 Hinesburg Police Station Bid Form 080213'

Project Schedule

Unless negotiated otherwise, project construction shall commence on or before Monday September 16, 2013.

Contractors shall submit a complete proposed construction schedule with their bid, confirming their ability to start construction on September 16, 2013 and confirming a substantial completion date.

Engineering

All structural, mechanical, electrical and plumbing engineering has been completed for the project. Fire protection engineering has been completed to define the fire protection system and create a performance specification. Final shop drawings for the fire protection system, including hydraulic calculations, will be a required submittal of the contractor (see spec section 210000.)

Permitting & Inspections

State of Vermont Construction Permit has been or will be obtained by Architect and/or Owner prior to the construction start. There is no anticipated delay in proposed construction start date of September 16, 2013 in getting this permit.

State of Vermont Stormwater, Water/Wastewater, and Act 250 permits and approvals have been or will be obtained by Architect and/or Owner prior to the construction start. There is no anticipated delay in proposed construction start date of September 16, 2013 in getting these permits.

VTRANS approval has been obtained for this project.

Town of Hinesburg Site Plan approval has been obtained for this project.

All required construction trade permits and inspections are the responsibility of the Contractor.

Submission Requirements

Each bidding contractor is required to complete the attached bid form '05 Hinesburg Police Station Bid Form 080213' to provide their proposed bid contract value, their proposed alternate values, and their contract percentages for adjustments to the scope of work.

Each bidding contractor is required to submit a schedule of values for their proposed base bid contract value by 4:00 PM on Monday August 26, 2013. The schedule of values document shall also include a list of bidding contractor's major subcontractors with sub-contract values over five thousand dollars.

Each bidding contractor is required to provide three reference projects of similar building type, scope and size completed by the bidding contractor in the past five years, including contact information for each project's owner or owner's representative. Contact information shall include current phone numbers and email addresses.

Each bidding contractor is required to submit a proposed construction schedule, as noted in project schedule section above.

Alternates

Bidders shall include alternate pricing for required Alternates on their bid forms. The Owner reserves the right to accept or reject Alternates in any order that best meets the needs and interests of the Town.

See Specification Section 012300 for required Alternates.

Submission Procedure

Proposals conforming to the requirements set out in this RFP and in other bid documents must be received by Ashar Nelson by email, or by US mail, courier, or in person no later than the deadline given above. All submissions shall be copied to Joe Colangelo at The Town of Hinesburg.

Ashar Nelson, Principal
Vermont Integrated Architecture, PC
PO Box 862
Middlebury, VT 05753

ashar@vermontintegratedarchitecture.com

Joe Colangelo, Town Administrator
Town of Hinesburg
10632 Route 116
Hinesburg, Vermont 05461

jcolangelo@hinesburg.org

Electronic submissions shall include the Bid Form, reference projects, and the contractor's proposed schedule. All components of the submission shall be in Adobe Acrobat® PDF format. All submissions shall be formatted to print on 8 ½" x 11" letter-sized paper.

Proposals must state that bids are valid for a period of at least forty-five (45) days

Electronically submitted proposals must be sent 'return-receipt requested'. Return receipts will be issued as soon as the emailed bid is received. It is the responsibility of the bidding contractors to provide sufficient time for their submission to be received by VIA and The Town of Hinesburg prior to the bid date and time. Bidding contractors technically unable to successfully submit their bid proposals and receive a return receipt in a comfortable interval of time prior to bid time can call the Town of Hinesburg at 802-482-2281 to arrange a facsimile transmission. Regardless of transmission method, no bid received after the time and date specified shall be considered.

Physical proposals must be submitted in sealed opaque envelopes and marked:

*Request for Proposals (RFP) for
Hinesburg Police Station*

The name and address of the bidder must also appear on the envelope.

VIA and The Town of Hinesburg may consider any bid not prepared and/or not submitted in accordance with the provisions hereof as incomplete. VIA and The Town of Hinesburg reserve the right to waive irregularities and to reject any or all bids. The Town of Hinesburg also reserves the right to negotiate with the selected bidder in the event that the price exceeds projected cost estimates.

Any bid may be withdrawn prior to the above scheduled time for the reading of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the bid date and time noted in this Request for Proposals. Modifications shall be submitted as such and shall not reveal the total amount of either the original or revised bids.

Opening, Evaluation and Contracting

The Town of Hinesburg will publicly read each contractor's proposed bid value and the value of their proposed alternates at 3:00 PM on Friday August 23, 2013, at the Town of Hinesburg Town Offices. A list of all proposed bid contract totals will be distributed to all bidders by 6:00 PM on Friday August 23, 2013.

Note that the Town of Hinesburg is not legally obliged to select the lowest bid. The Town of Hinesburg reserves the right to select the contractor they deem the best fit to perform this work and best able to fulfill the interests of the Town. The Town of Hinesburg will review all submitted proposal materials prior to selecting a contractor for this project.

All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the bids best fulfills the needs Town of Hinesburg and this project. The Town of Hinesburg anticipates entering into a contract with the successful bidder to execute the proposed work.

All proposals upon submission become the property of the Town of Hinesburg. This Request for Proposals does not commit The Town of Hinesburg to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The Town of Hinesburg reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interest of The Town of Hinesburg to do so.

Forms of Agreement

The Town of Hinesburg anticipates using the 'AIA 101 – 2007 – Standard Form of Agreement between Owner and Contractor where the basis of payment is Stipulated Sum' as the contract for this project. The contractor will have an opportunity to propose acceptable alterations to this agreement.

Disbursements

The Bid Template submitted by bidders will be used as a schedule of values for the project. Requisitions shall be based on the schedule of values. Contractors shall use AIA 'G702 – 1992' Application and Certificate for Payment.

Guarantee, Service Contract and Warranties

The successful bidder will be required to guarantee that all work, including any and all labor and materials, shall remain free of defects for one (1) full year after project completion. Manufacturer's Warranties on all MEP equipment and other Architectural Warranties shall be collected, bound and submitted to the Owner for his record and possible future use.

Insurance Requirements

This project requires the contractor and major subcontractors to submit proof of General Liability Insurance, Auto and Workmen's Compensation as required by the State of Vermont.

Performance and Payment Bonds

Each Bidder shall furnish a performance bond covering the complete execution of the project according to the contract documents and a payment bond covering payment of any and all obligations associated with the project. The cost of these bonds shall be identified on the Bid Form.