

REQUEST FOR QUALIFICATIONS (RFQ)

Design-Build Services

80' x 100' Town Garage

1. INTRODUCTION

The Town of Bethel seeks Statements of Qualifications from experienced Design-Build teams interested in providing professional design, engineering, permitting, demolition, site development, and construction services for a new municipal Town Garage located at 443 Sand Hill, Bethel, Vermont.

The Town intends to utilize a Design-Build project delivery method under which a single entity will be responsible for all architectural, engineering, permitting, and construction services required to complete the project.

The Town anticipates shortlisting the most qualified firms and subsequently issuing a Request for Proposals (RFP) to shortlisted respondents.

The Town's preliminary project budget is approximately \$2.1 million.

2. PROJECT OVERVIEW

The proposed project includes:

- **Building Size:** 80' x 100' (8,000 SF)
- **Structure Type:** Pre-engineered metal building (or equivalent)
- **Height:** 22' clear
- **Foundation / Walls:**
 - Continuous **2'–4' high concrete stem walls** around building perimeter
- **Floor System:**
 - Concrete slab with **radiant in-floor heating system**
- **Exterior Aprons:**
 - Concrete aprons at overhead doors with **radiant heat for snow/ice melt**
- **Interior Layout:**
 - (1) Utility Room – 12' x 12'
 - (1) Bathroom – 12' x 16' with shower stall
 - (1) Office – 12' x 12'
 - (1) Breakroom – approx. 12' x 12'

- **Mezzanine:**
 - Approx. 12' x 68' storage area above right-side rooms
 - Stair access required
 - Mezzanine shall be designed for appropriate live load capacity for storage use in accordance with applicable building codes and intended use requirements

 - **Doors & Access:**
 - (5) Overhead doors (front), 12'W x 14'H
 - (2) Drive-thru bays (rear), 12'W x 14'H aligned with front doors
 - (2) Man doors

 - **Use:** Municipal Town Garage
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3. SCOPE OF SERVICES

The selected firm will be responsible for:

- Supporting the Town during the public approval process, including a bond vote, by providing clear project information, cost data, visuals, and attending public meetings as requested.
 - Pre-construction and design services, including architectural and civil, mechanical, electrical, plumbing and structural engineering design
 - Any geotechnical investigations and environmental review
 - A fire and life safety code review
 - Demolition and removal of existing building and associated utilities, including proper disposal and site clearing
 - Final design coordination
 - Permitting and code compliance, including Vermont Commercial Building Energy Standards (CBES)
 - Site work and utilities
 - Full construction of the building inc.
 - Testing and inspections
 - Construction Management
 - Project closeout and documentation, including submission of required CBES compliance documentation
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4. SUBMISSION REQUIREMENTS

Firms responding to this RFQ should include:

A. Company Information

- Company name, address, and contact information
- Years in business
- Organizational structure

B. Relevant Experience

- Description of three (3) similar completed projects – design build, if possible, w/preference of municipal or state projects completed in the last 10 years.
- Experience with:
 - Municipal bond voting process
 - Metal buildings
 - High-clearance structures
 - Mezzanine systems
 - Radiant floor heating systems
 - Drive-thru/overhead door installations

C. Project Team

- Key personnel and roles
- Resumes of architect, project manager and superintendent

D. References

- Three (3) references with a preference of Municipal or State projects completed in the last 10 years.
 - Including original and final construction cost and schedule

E. Safety Record

- OSHA recordable incident rate (last 3 years)
- EMR (Experience Modification Rate)- last 3 years

F. Bonding Capacity

- Respondents shall demonstrate bonding capacity sufficient for the anticipated project value.
- A letter from a qualified surety shall be included with the submission, indicating:
 - Single project bonding limit
 - Aggregate bonding capacity

5. SELECTION CRITERIA

Submissions will be evaluated based on:

- Relevant project experience
- Qualifications of key personnel
- Past performance and references
- Financial strength and bonding capacity
- Safety record
- Ability to meet schedule and budget

6. ANTICIPATED SCHEDULE

- RFQ Issued: June 11, 2026
- Questions Due: June 22, 2026
- RFQ Responses Due: July 8, 2026
- Shortlist Notification: July 22, 2026
- Project Start: April – May 2027

7. INQUIRIES

All questions regarding this RFQ shall be submitted in writing to:

Therese Kirby, Town Manager 134 So. Main St., Bethel, VT 05032
tkirby@townofbethelvt.com

8. GENERAL CONDITIONS

- The Town of Bethel reserves the right to reject any or all submissions
- The Town of Bethel reserves the right to waive informalities or minor irregularities.
- This RFQ does not constitute a commitment to award a contract
- Respondents are responsible for all costs incurred in preparing submissions

9. BONDING AND INSURANCE REQUIREMENTS

The selected Design-Build Team shall comply with all applicable federal, State of Vermont, and local municipal contracting requirements. Bonding and insurance requirements shall include, but not be limited to, the following:

A. Bid Bond

- A Bid Bond in the amount of **five percent (5%) of the total bid amount** will be required from shortlisted firms, after the review of the RFQ's.
- The Bid Bond shall be issued by a surety company licensed to do business in the State of Vermont and listed on the U.S. Treasury Department Circular 570.

B. Performance and Payment Bonds

- Upon contract award, the selected firm shall furnish:
 - A **Performance Bond** in the amount of **one hundred percent (100%) of the Contract Sum**

- A **Payment Bond** in the amount of **one hundred percent (100%) of the Contract Sum**
- Bonds shall be maintained for the full duration of the project and any required warranty period.

C. Insurance Requirements

The selected firm shall maintain insurance coverage meeting Vermont municipal standards, including:

- **Commercial General Liability:** Minimum \$1,000,000 per occurrence / \$2,000,000 aggregate
- **Automobile Liability:** Minimum \$1,000,000 combined single limit
- **Workers' Compensation:** In full compliance with Vermont statutory requirements
- **Employer's Liability:** Minimum \$500,000
- **Builder's Risk Insurance:** Covering the full replacement value of the project (as applicable)

All policies shall:

- Be issued by insurers licensed in the State of Vermont
- Name the Town as an **additional insured** (where applicable)
- Provide certificates of insurance prior to contract execution

The Town reserves the right to require higher limits based on final project scope and risk.

10. ATTACHMENTS

- Conceptual floor plan
- Site information
- Additional project details (if applicable)

SITE INFORMATION

80' x 100' Town Garage Project

1. GENERAL SITE DESCRIPTION

The project site consists of a municipally owned parcel intended for the construction of a new 80' x 100' Town Garage facility. The site currently includes an existing structure that will be demolished as part of this project.

- **Location:** 443 Sand Hill, Bethel, VT 05032 – Span# 063-019-10126
 - **Approximate Site Size:** 11.7 acres
 - **Current Use:** Municipal / Existing Buildings / Working Town Garage
 - **Zoning:** Village District in Wellhead Protection Area
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2. EXISTING CONDITIONS

- Existing building to be demolished by the selected team
- General site condition: Gravel
- Cell Tower on premise.

Respondents should assume that all existing conditions will require field verification.

3. UTILITIES

The following utilities are available on site:

- Electrical service: Single Phase
 - Water supply: Municipal
 - Wastewater: Septic/leach field – pumped in 2023
 - Stormwater drainage: One single floor drain runs to tank pumped 6 – 8 times per year
 - Fuel systems: Above ground, installed in 2026
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4. ACCESS AND CIRCULATION

- Site access is currently provided via: Sand Hill
 - Existing driveways and access points: Access to garage directly off Sand Hill
 - Adequate space shall be maintained for vehicle circulation and municipal equipment operations
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5. TOPOGRAPHY AND SOILS

- General site topography: Flat, abuts gravel pit
 - Known geotechnical information: No
 - Flood zone status: Not applicable
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6. ENVIRONMENTAL CONSIDERATIONS

- Wetlands: No
 - Floodplain: No
 - Stormwater management requirements: To be evaluated by Design-Build team
 - Permitting constraints: To be evaluated by Design-Build team
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7. DEMOLITION CONSIDERATIONS

- Removal of existing structure is included in project scope
 - Disposal shall comply with all local, state, and federal regulations
 - Hazardous materials (if present) shall be handled in accordance with applicable laws
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8. OWNER REQUIREMENTS AND CONSTRAINTS

- The building shall function as a municipal Town Garage
 - Site design shall accommodate vehicle movement, storage, and operational efficiency
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9. AVAILABLE DOCUMENTS

The following documents may be made available to shortlisted respondents:

- Existing plans or records of building to be demolished.
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