

Request for Proposal for Construction Manager/General Contractor

The Town of Montgomery is seeking to hire a Construction Manager/or General Contractor for plans to remodel the Town Public Safety Building into Municipal offices; including the installation of a large fireproof vault (24 V.S.A. § 1178) to house public records & the installation of new energy efficient heating/cooling/air exchange systems.

The services requested will be for pre-construction services and construction services as detailed below:

- Develop detailed cost estimates, budget, and schedule of construction.
- Provide services to the Town that include the advertising of the request for bids, securing bids, analyzing bid results, and furnishing recommendations on award of contracts.
- Provide construction phase administration which would include on-going full-time supervision, project management and inspection of work, filing permits for Construction, review shop drawings, preparation of change orders and contractor payment estimates, final inspections, and submitting project completion reports. Track cost estimates against budgets monthly- provide updates to Treasurer & Selectboard. Provide regular schedule updates as needed.
- Dependent on the scope of the project, it is expected that each project be organized into at least 15-25 bid divisions.
- Perform all other related work as required by the Town.

FIRM PROFILE

1. How many years has your company provided professional construction management/general contracting services?
2. What other services does your firm presently provide?
3. List the project team which will serve on this project and provide an organizational chart of those who will be involved in the project.

PROJECT EXPERIENCE

1. List your experience providing Construction Management/General Contracting services for similar building facilities.
2. List two (2) references including name, title, facility, phone, and email address.

MANAGEMENT APPROACH

How do you propose to manage the following:

1. Cost estimating and cost control.
2. Project Scheduling & current workload.
3. Coordination with other consultants (Architect, etc.).
4. Procurement of bids for construction.
5. Project supervision and management.
6. Communications with the Town

COMPENSATION PROPOSAL:

Include your cost proposal for both Pre-Construction and Construction Phase for Construction Management/General Contracting Services.

Pre-Construction cost estimates may include:

Planning & Scheduling	Estimates/ Clerical Cost	Value Management
Quality Review	Preparing Contracts for Construction	Life cycle Costing
Front end specs	Bid Procurement	Project Director
Tracking Budget Cost	Design Meetings	Engineering

Construction Service cost estimates may include:

Project Manager(s)	Safety Officer	Misc. Staff expense
Review Shop Drawings	Prepare Change Orders	Project reports
Clerical Cost		

The proposal does not need to identify the predicted costs for the following (these items, if applicable, will be considered reimbursable expenses):

Safety Equipment	First Aid Supplies	Handrails & Toe Boards
Opening Protection	Fire Extinguishers	Temporary Fencing/Stairs
Storage Protection	Job Trailer/Utilities	Project Signs
Storage Rental	Dumpsters/ Permits & Fees	Printing
Temporary Enclosures	Temporary Lighting	Temporary Water Service
Bulletin Boards	On site Equipment	Heating Energy Charges
Temporary Heating Service	Temporary Barricades	Periodic Clean up
Temporary Wiring	Temporary Toilets	Traffic Control

Please document any special conditions affecting your proposal. Submit no later than Friday July 31st, 2023, by 12:00pm. Please email to: municipalclerkmontgomery@gmail.com & montgomerytreasurer@gmail.com OR mail hard copy to Town of Montgomery Attn: Elizabeth Reighley, Municipal Clerk PO Box 356 Montgomery Ctr VT 05471

The Town of Montgomery will not reimburse any cost incurred by preparing or delivering proposals or for the costs incurred by preparing subsequent supplemental presentations to the Selectboard.

Public Safety Building Committee Project goals:

Project: Municipal Office Space- Remodel

- Retrofit Public Safety Building using existing square footage of building to accommodate Town Office needs permanently.
 - Install a Vault (4hr burn rating required) to house all Public Records.
 - Reconfigure walls/workspaces to incorporate old ambulance bay.
 - Address the lack of proper air ventilation/quality with the installation of a new air handling system.
 - Address the need for energy efficient resources (fuel/heating source, lighting)
 - Address safety standards to bring the building into compliance with current State codes.


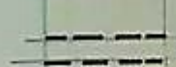

24'-6"

64'-0"

R PLAN

'-0"

LEGEND

-  WORK TO REMAIN
-  WORK TO BE REMOVED
-  NEW WORK



NOTE:

GENERAL CONTRACTOR IS TO VERIFY ALL DIMENSIONS ON THIS DRAWING PRIOR TO CONSTRUCTION.

GENERAL CONTRACTOR IS TO VERIFY ALL SITE CONDITIONS PRIOR CONSTRUCTION.

RENOVATION
PUBLIC SALES
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MONTGOMERY C

REV'D JUNE 6, 2022
REVISED MARCH 28, 2022
MARCH 1, 2022

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