



Montgomery Town Library

86 Mountain Road - P.O. Box 448

Montgomery Ctr., VT 05471

(802) 326-3113 montgomery.librarian@gmail.com

<https://www.montgomerytownlibrary.com>

Request for Proposal for Construction Manager/General Contractor

The Montgomery Town Library is seeking to hire a Construction Manager/or General Contractor for plans to remodel and expand the Montgomery Town library located in the Town of Montgomery Public Safety Building in Montgomery Center; including the addition of a new entrance, bathroom, Library Director's office, meeting rooms, outdoor spaces, closet and small kitchen, as well as the installation of new energy efficient heating/cooling/air exchange systems. Preliminary architectural drawings have been made, subject to any updates as the project continues.

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 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 and provide updates to the Montgomery Town Library Board of Trustees. Provide punctual communication and regular schedule updates as needed.
- Perform all other related work as required by the Montgomery Town Library Board of Trustees.
- This work can be done in conjunction with the remodeling of the Town office as per the Town of Montgomery Request for Proposal dated 06/09/23.

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.

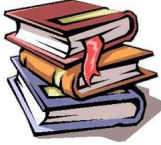
MANAGEMENT APPROACH

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 Montgomery Town Library Board of Trustees

Library Trustees:

Marijke Dollois, Claire Draper, Patty Hathaway, Daniel Kahn, Rita Kalsmith, Patty Perl, Jane Presler, Christine Suarez-Pratt and Cheryl Wisell



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COMPENSATION PROPOSAL:

Pre-Construction Service 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		

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

Should you require any further information, please reach out to us at the below referenced email or address.

Please document any special conditions affecting your proposal. Submit no later than Friday September 30th, 2023, by 12:00pm. Please email to: montgomery.trustees.library@gmail.com OR mail hard copy to Montgomery Town Library Board of Trustees, Attn: Marijke Dollois, PO Box 448, Montgomery Ctr., VT 05471

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

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Montgomery Town Library Board of Trustees and Library Director's goals:

Project: Library Space - Remodel and Expand

- Retrofit and increase the library's existing square footage.
- Construct a new ADA compliant entry
- Install a handicapped accessible bathroom
- Construct a library director's office with adjacent storage closet
- Install a sink and storage cabinet in the children's area
- Build 2 private rooms with windows facing to the interior, with collapsible central wall
- Install appropriate floor covering for high density traffic
- 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.
- Create a usable outdoor space, with garden and/or hardscape features that the community can occupy/enjoy

Mmd-06/23/23

DK-06/30/23

Mmd-07/03/23-07/17/23

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