

Town of Warren, Vermont
Selectboard and Town Garage Committee
42 Cemetery Rd
Warren, VT 05674

Request for Proposal:
New Town Garage Design and Engineering Services located on Vaughn Brown Road in Warren, VT

The Town of Warren is accepting written proposals from qualified firms to provide architectural and engineering services for a new Town Highway Garage located on Vaughn Brown Rd, Warren, VT, currently the town "pit" as well as the removal of and regreening of the old garage site at the bottom of School Road.

- A site visit will be held on Tuesday, August 27th at 1 pm.
- Questions may be submitted to Rebecca Campbell, Warren Town Administrator no later than September 10th, 2024.
- Written responses will be provided by the Town no later than a week prior to the proposal submission date.
- Proposals shall be submitted no later than 4:00 PM on Friday, September 20th, 2024. They shall be emailed to: Rebecca Campbell, Warren town administrator, rcampbell@warrenvt.org
- The town will choose a firm no later than Tuesday, October 8th, 2024 at our Selectboard meeting.

Evaluation metrics and Criteria:

1. Presentation
2. Quality of written proposal and estimate documents
3. Work Experience
4. Cost
5. References

Objectives and Timeline:

Goal 1: Hire an architectural and engineering firm to design and price a new Town Garage Facility and demolition and regreening of old Garage site (Brownfield Study has been completed, please contact Rebecca for a copy of this report).

Goal 2: Present the proposed new building and costs at a special public meeting in early February and if necessary a revision due by February 18th for a bond vote on Town Meeting

Day 2025 to secure funding for immediate construction. This presentation must include: conceptual design documents and preliminary estimates.

Project Narrative:

The Town of Warren has been looking to build a new Town Garage for some time and has finally landed on a piece of property previously avoided for reasons pertaining to noise and disruption of neighbors, as well as traffic patterns integrating with route 100 and adjoining roads. After an extensive search this location on Vaughn Brown Road has been determined to be the best fit for our purposes. We are considering a building approximately 12,000 square feet in size with the ability to accommodate the necessities of our town's highway department vehicles as well as an office and breakroom.

Our primary design considerations are as follows.

1. Noise Control for surrounding neighbors
2. Sustainable Design and Construction practices
 - i. A simple, utilitarian design and economical construction.
 - ii. A highly efficient building enclosure and mechanical systems.
 - iii. Use of electric source for heating and hot water to the extent possible given high periodic heating loads when cold, wet trucks are brought into the building in winter. Peak heating loads handled with an appropriate backup.
 - iv. Robust ventilation and building enclosure design to handle very high moisture loads when cold, wet trucks are brought into the building in winter.
 - v. Location and structure for roof mounted solar electric system.
3. Seamlessly integrated with the landscape
4. Meet C.B.E.S. code requirements

Site Improvements to include:

- Orient building to capture Solar from South and Direct Noise to the North
- Road design consideration to address traffic safety concerns around rt 100 north intersection and Vaughn Brown Rd for all users, residents and town personnel. Also accommodations for tractor trailers even in winter> reroute off 100 with a gradual corner and possibly a more southern entrance to the pit site (Include VTrans) // maybe a roundabout?
- Septic
- Water
- Parking> 16 spaces > see detail below **
- Electrical Needs> welding, plasma cutting> high draw

- Generator to fill power needs> powerwall option?
- Concrete apron around the town garage to avoid mud
- Material storage requirements:
 - Sand Pile 5500 yards of Sand> is it financially beneficial to have a roof over the sand?
 - Salt Shed > state parameters must be followed> 300-400 yards of salt
 - Gravel Pile> 3000-6000 yards
 - Stone 1.5" > 2500 yards
 - 8" minus > 1500 yards
 - Culvert Storage
 - Concrete Blocks for Culvert Headers
 - 1500-2000 gallon tank for diesel fuel
 - Ground asphalt pile

Primary Building Design to Facilitate:

- 5, 24' wide bay garage, total building size approximately, 80' deep x 150' wide
- 20' tall inside ceiling over the machine bays (trucks are 20' tall with dump body up)
- 1 small garage door bay to access storage of equipment, tires, signs etc... runs the depth of the building.
- Doors are 16' wide x 16' tall accessing 24' wide bays
- Drainage in slab to holding tank (or treatment facility?)
- Sign storage
- Breakroom
- Lockers/Personal effects storage
- Tire Storage (50 dump truck tires> summers and winters)
- Hydro Seeders> 1
- Compactors> 3
- Bathroom w/ shower
- Eye wash station
- Storage over the small bay
- Oil Drums> 1-2 for waste oil
- Dump Truck Lift > what is the cost here?
- Radiant in floor> air to water if possible
- Wash Bay>enclosed for interior washing in winter

Landscaping:

- Mitigate Dust
- Concrete apron around building
- Use Shrubs or trees to mitigate sound
- Stormwater Mitigation

****Parking Needs on Site:**

Equipment list > 14 pieces for Cold Storage (*shed Roof w/ solar panels*)

- York Rake
- Tractor
- Roadside mower
- Excavator
- Grader x 2
- Backhoe
- Roller
- 6 personal vehicles

Inside Heated Storage (Do all of these need to be heated? Cost consideration)

- Loader
- Bobcat
- 5 tandem Dump trucks
- 5500 dump truck
- Regular pick-up

Please note this list has been generated by our Town Garage Task Force and is not intended to be a final accounting of what we need or do not need, rather it is intended to inform the design team of the size and scope of what we are looking to build. We are open to suggestions and modifications so long as we can facilitate the storage and maintenance of our Highway Department Equipment and personnel.

Project Scope

- *Conceptual Design.* The selected A/E firm will refine the space design and project scope to meet the needs of the Town. This phase will include meetings with Town personnel to obtain feedback on building details.
- *Final Design and Permitting.* The A/E firm will hire all required subcontractors/consultants (civil, mechanical, electrical, plumbing, structural, etc.) and coordinate with VTrans to complete the project design. Once design is completed, all Federal, State, and Local permit applications will be submitted (Town to pay all applicable permitting fees). A/E firm shall prepare all contract documents, which, at a minimum, shall include: advertisement for bids, instruction to bidders, bid forms, bid bond, construction contract, payment/performance bonds, and project specifications.
- *Project Cost Estimate.* Based on the final design, the A/E firm will complete a project cost estimate, which will include all anticipated A/E fees, permitting fees, and construction costs.
- *Bond Vote.* A/E firm to provide sufficient detail and information to the Town to properly warn a bond vote (anticipated for March 2025). One public informational meeting,

attended by the A/E firm, is anticipated.

- *Public Meeting.* Prepare materials for public discussion and make a presentation about the project as part of the decision-making process. To be held in Early February.
- *Bidding.* A/E firm shall assist the Town in the bidding process to prospective prime contractors (anticipated spring 2025). Services include distribution of plans and contract documents, conduct pre-bid meetings, provide written addendum, attend the bid opening, review submitted bids, provide a letter of recommendation to the Town for award, assist with completion of the Owner/Contractor construction agreement.
- *Construction.* A/E firm shall provide construction administration services as well as construction inspection/testing services throughout the construction phase proposed for fall 2025 or Spring 2026 start. Clear coordination and communication with the prime contractor and Town is a strict requirement.

Proposal Format :

- A/E firms shall submit the following minimum information with their proposals.

- General qualifications and description of the firm
- Project understanding and approach
- Staff qualifications/resumes
- Previous experience on similar projects & References
- A/E costs, with breakdown by Scope phases and fee structure(s)

The Town reserves the right to reject any/all proposals submitted, and/or, negotiate as they deem in the best interests of the project.

The Town may conduct interviews, at their discretion, with one or more A/E firms to obtain better clarity on the proposals submitted.