

**REQUEST FOR PROPOSALS  
FOR CONSTRUCTION MANAGEMENT SERVICES**

**Warren Town Highway Garage**

To: Construction Management Firms  
From: Steven M. Roy, Vice President, Wiemann Lamphere Architects, Inc.  
Rebecca Campbell, Warren Town Administrator

Date: February 14, 2025

**RE: New Highway Garage for the Town of Warren**

**I. REQUEST FOR PROPOSALS**

The Town of Warren and Wiemann Lamphere Architects, Inc. hereby request proposals from contractors for Construction Management services as outlined in this Request for Proposals (RFP).

The project site is a gravel pit located on Vaughn Brown Road in Warren, Vermont. The project is currently in schematic design and is expected to be a ±12,200 square foot, single story building with a 1,900 sf mezzanine. Project scope will also include a salt shed on the same site. The goal of this process is to utilize the CM's knowledge of current market conditions to work with the design team to optimize the design for cost, constructability, and product availability. Continued analysis of the project costs at each phase is an expectation of the CM. The Town of Warren will be seeking voter approval in mid-2025 in anticipation of a late 2025 or spring 2026 construction start.

**A. Budget**

The preliminary project construction budget for the Facility is estimated to be approximately 8 million dollars. This number does not include budget amounts for soft costs that the Owner anticipates, including permitting, Architectural and Engineering fees, and other associated soft costs. The Town will seek funding in the form of a bond vote. The project is not expecting to receive federal funding; however, State funding may be available to support salt shed construction.

**B. Construction Timeline**

Construction timeline will be determined with the selected construction manager. A fall 2025 or spring 2026 construction start are two options to be considered.

## **II. QUALIFICATIONS**

### **A. Firm**

- Provide a brief description of your firm's size, capabilities, people, and business approach.
- Provide evidence of financial strength and manpower required to complete the project. Provide an American Institute of Architects (AIA) 305 Qualification Statement.
- Provide a list of three customer references and three trade references. Include email addresses and telephone numbers.
- Describe the extent of your firm's experience involving comparable projects utilizing the Construction Management (CM) delivery process.
- Provide evidence that your firm can secure a 100% Payment and Performance Bond in the form of a letter from your bonding company. Provide your cost for bonding the project, assuming \$8M total construction cost.
- Describe your firm's safety program and record. Explain your system of enforcement with your own forces and subcontractors. Explain any Occupational Safety and Health Administration (OSHA) and/or local code violations your firm may have received in the past five years.
- Describe how your firm approaches sustainability and describe actions your firm incorporates on each project.

### **B. Team**

- Describe how you will structure your team and identify who the key members will be including Project Executive, Project Manager, Superintendent, Estimator, Pre-Construction Services Lead. Provide resumes and relevant experience of each.
- Provide evidence of estimating accuracy during the design phase and the ability to complete the construction phase within the budget given in the design phase. If your firm has a full-time dedicated "in house" estimating staff, provide resumes for this staff. Provide an example estimate on a similar past project.
- Describe your relationship with the subcontractor community and ways in which you will ensure sufficient bid representation across all divisions.
- Describe any capabilities your firm may have related to self-performance of work and in what instances or scopes of work may be involved. Include information on how those services are part of a fair and competitive bidding process.
- Provide a copy of your insurance coverage. Including General Liability, Worker's Compensation and Builder's Risk.

### **C. Services**

- Describe your approach to working with the Owner, Design Team, and subcontractors.
- Provide an appendix detailing the pre-construction scope of services to be provided including but not limited to:
  - Design Development set estimate of probable cost
  - Participate in meetings with the Owner and A/E team.
  - Constructability review and value management participation throughout the process.
  - Provide input on the timing, construction phasing and schedule of the project.

- Provide an updated estimate of probable cost at 75% CD.
- Provide a breakdown of preconstruction services as follows:
  - Pre-bond vote preconstruction services to include meetings and DD estimate (Late March through May 2025)
  - Post-bond vote preconstruction services (June 2025 until construction start)
- Provide information detailing the scope and duration of services to be provided during bid and construction phases. What special methods/techniques do you employ? The following items outline a guide to be used as CM for scope of services during bid and construction phases, but is not intended to be all inclusive:
  - Solicit a minimum of three bids for each trade.
  - Bid Package coordination.
  - Procure list of subcontractors to bid on the project and review with Architect and Owner, prepare bid requests, and assess submission for scope, clarity and cost.
  - Identify and coordinate long lead time material and/or equipment items.
  - Constructability review and value management participation throughout the process.
  - Establish and maintain an on-site office during Construction.
  - Lead weekly construction meetings and distribute minutes of the meeting.
  - Coordinate all utility work with affected utilities.
  - Provide field coordination.
  - Provide construction scheduling.
  - Manage all construction sub-contractors in the field.
  - Coordinate with all Owner's vendors.
  - Review and validate any T&M work.
  - Review subcontractor change requests and make recommendations to the Owner and Architect.
  - Manage shop drawing and submittal process.
  - Assure that record drawings (as-builts) are kept current.
  - Maintain a file of all project documentation, submittals etc. to be given to Owner at project completion.
  - Coordinate punch list inspections with the A/E team and closeout of punch list items.
  - Maintain budget and schedule updates to present at meetings.
- How will your firm ensure quality workmanship and material?
- Describe your firm's approach to managing change orders and requests for them.
- Provide a description of project management software that will be used during the construction process and how your firm utilizes technology.

### **III. Fees**

- Provide a fixed lump sum fee for overall pre-construction services and estimating based on the aforementioned preconstruction scope of services.
- Provide an estimate of General Conditions based on the attached matrix defining the costs and manpower that will be required for a project of this size and based on the provided drawings. Proposals shall assume a construction duration of 12 months. Please state in your proposal if you believe the duration should be anything other than 12 months.
- Provide a construction management fee percentage for the project assuming a \$8 million total construction package.
- Indicate your percentage mark-up for change orders and indicate if any administrative costs will be incurred for change orders.

#### IV. Questions & Due Dates

- There will not be a formal site visit scheduled, however those interested may view the site. Please notify Rebecca Campbell to gain access to the site.
- Questions may be directed to Steven Roy, on or before Friday, February 28th at 4:00 p.m. Those interested in receiving responses to questions shall also notify Steven Roy of their interest in the project by the same time. Answers will be distributed to interested parties by emailed Addendum no later than Tuesday, March 4<sup>th</sup> at 2:00 p.m. Responses to this RFP are due Friday, March 7<sup>th</sup> by 2:00 p.m.
- Proposals shall be provided in two (2) separate PDF documents and submitted via email. The first document shall be titled "Qualifications" and contain the information requested in Section II, sub-sections A ("Firm"), B ("Team") and C ("Services"); Qualifications shall be submitted via email to

Steven Roy: sroy@wiemannlamphere.com  
Rebecca Campbell: rcampbell@warrenvt.org

The second document shall be titled "Fees" and contain the information requested in Section III ("Fees"). Send Section III Fees to Steven Roy ONLY.

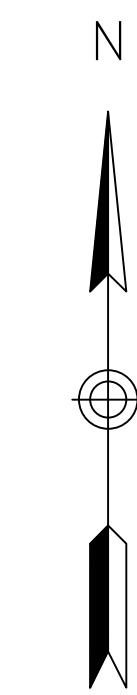
- Finalists will be identified and may be requested to attend an interview the week of March 16<sup>th</sup>, 2025. Once a selection is made, the Town of Warren will look to finalize an agreement with the firm selected for pre-construction services. The contract for construction will be based upon AIA Document A133 (2019).
- The Town of Warren reserves the right to accept, reject, or seek modifications to any response.
- The Town of Warren is an Equal Opportunity Employer. Women Owned, Minority Owned, and Locally Owned businesses are encouraged to apply.


#### Attachments:

- General Conditions Guideline Matrix
- Schematic building & site plans

END OF RFP

TABLE OF FEES & COSTS ALLOCATIONS					
	CM FEE	PRECON	GENERAL CONDITIONS	COST OF WORK	OWNER
<b>HOME OFFICE</b>					
Profit	X				
Project Executive	X				
Clerical & Accounting	X				
Cost of Administrative Office	X				
<b>PROJECT PERSONNEL</b>					
Project Manager		X	X		
Assistant Project Manager			X		
Estimator - Preconstruction		X			
Preconstruction Manager		X			
Field Engineer			X		
Safety Officer			X		
Superintendent			X		
Assistant Superintendent			X		
<b>FIELD OFFICE EXPENSES</b>					
Job Office/Trailer			X		
Storage Sheds/Trailers				X	
Telephone/Fax/Computer			X		
Office Equipment			X		
Copies & Blueprints				X	
Messengers				X	
Postage				X	
Project Photographs				X	
Sanitary Facilities (Temp. Toilets)			X		
Drinking Water			X		
Safety equipment / protection				X	
Project Travel Expenses			X		
Project Vehicle Expenses			X		
Project Meals & Lodging			X		
Temporary Fire Protection			X		
<b>FEES, INSURANCE, &amp; BONDS</b>					
Construction Permits & Fees					X
General Liability Insurance			X		
Builder's Risk Insurance					X
Bond Premiums			X		
<b>GENERAL</b>					
Project Layout				X	
Project Security				X	
Temporary Protection/Enclosures				X	
Scaffolding				X	
Temporary Lift/Lull				X	
Dust Control				X	
Traffic Control				X	
Temporary Heat				X	
Temporary Power/Light				X	
Temporary Water				X	
Snow Removal				X	
Winter Conditions				X	
Tools & Consumables				X	
Daily Clean-Up			X		
Trash Removal				X	
Pest Control				X	
Final Cleaning				X	
Project Sign			X		
Record Drawings			X		
Manuals/Operating Instructions			X		
Punch List			X		
<b>QUALITY CONTROL</b>					
Material Testing					X
Special Inspections					X
Soils Investigations					X
Warranty Inspection Coordination			X		
Blower Door Testing					X
Contractor Quality Control			X		





vhb.com

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802.497.6100

Legend

PROPERTY BOUNDARY

ABUTTING PROPERTY BOUNDARY

SOIL TYPE BOUNDARY

Warren Town Garage

VT Route 100 & 119 School Road  
Warren, VT

No.	Revision	Date	Appvd.

Designed by

VMA

Checked by

DJH

Issued for

Concept

Date

October 21, 2024

Not for Construction

Drawing Title

Existing Conditions Plan

(1 of 2)

Drawing Number

SV1.00

Sheet

1

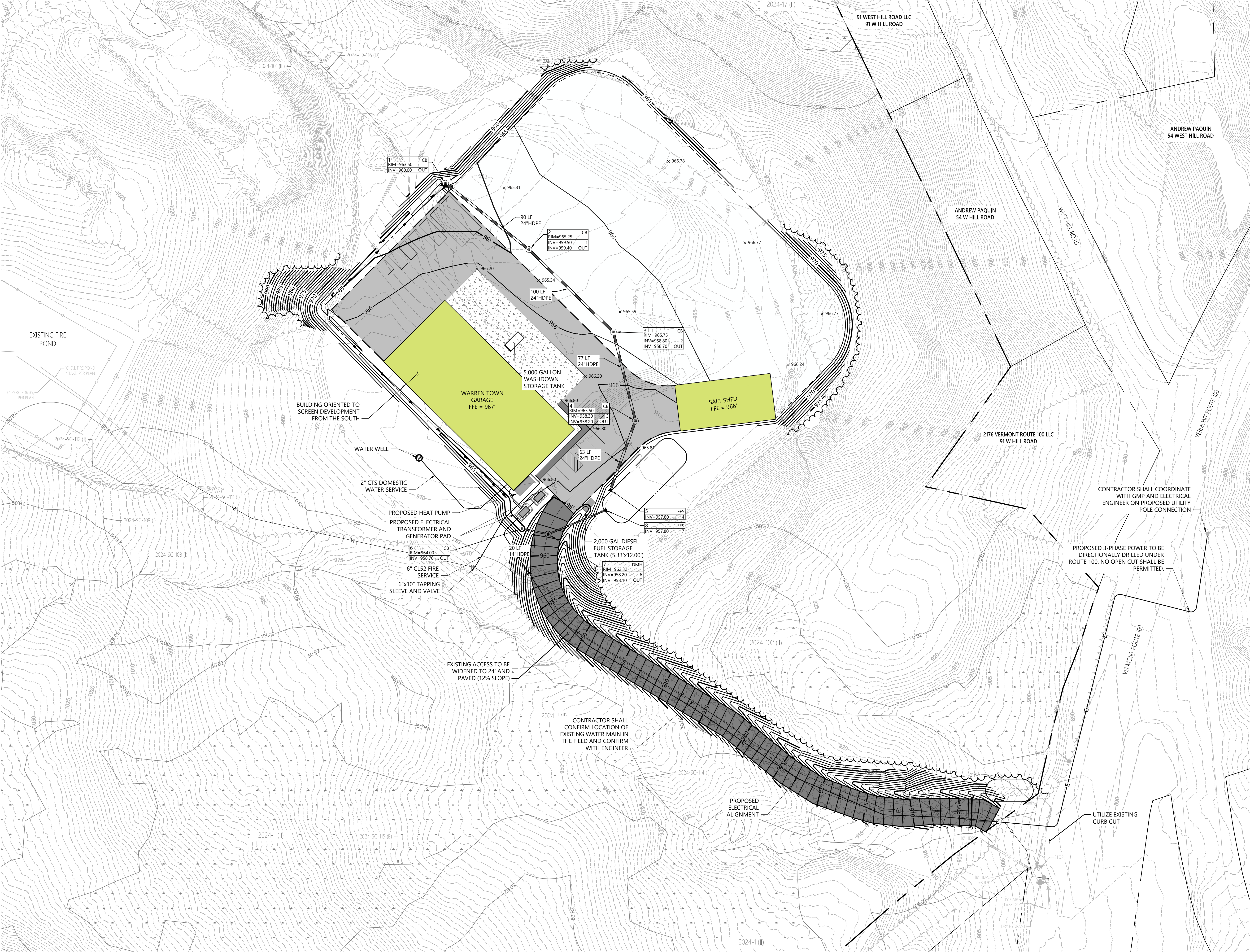
of

2

Project Number

59214.00

Saved Monday, October 21, 2024 2:25:10 PM VAMESOEDER Plotted Monday, October 21, 2024 3:30:17 PM Victor Amesoder



Warren Town Garage  
VT Route 100 & School Raod  
Warren, VT

No.	Revision	Date	Appvd.

Designed by **VMA** Checked by **DJH**  
Issued for **Review** Date **Jan. 23, 2025**

Not Approved for Construction  
Drawing Title  
**Site Plan B**

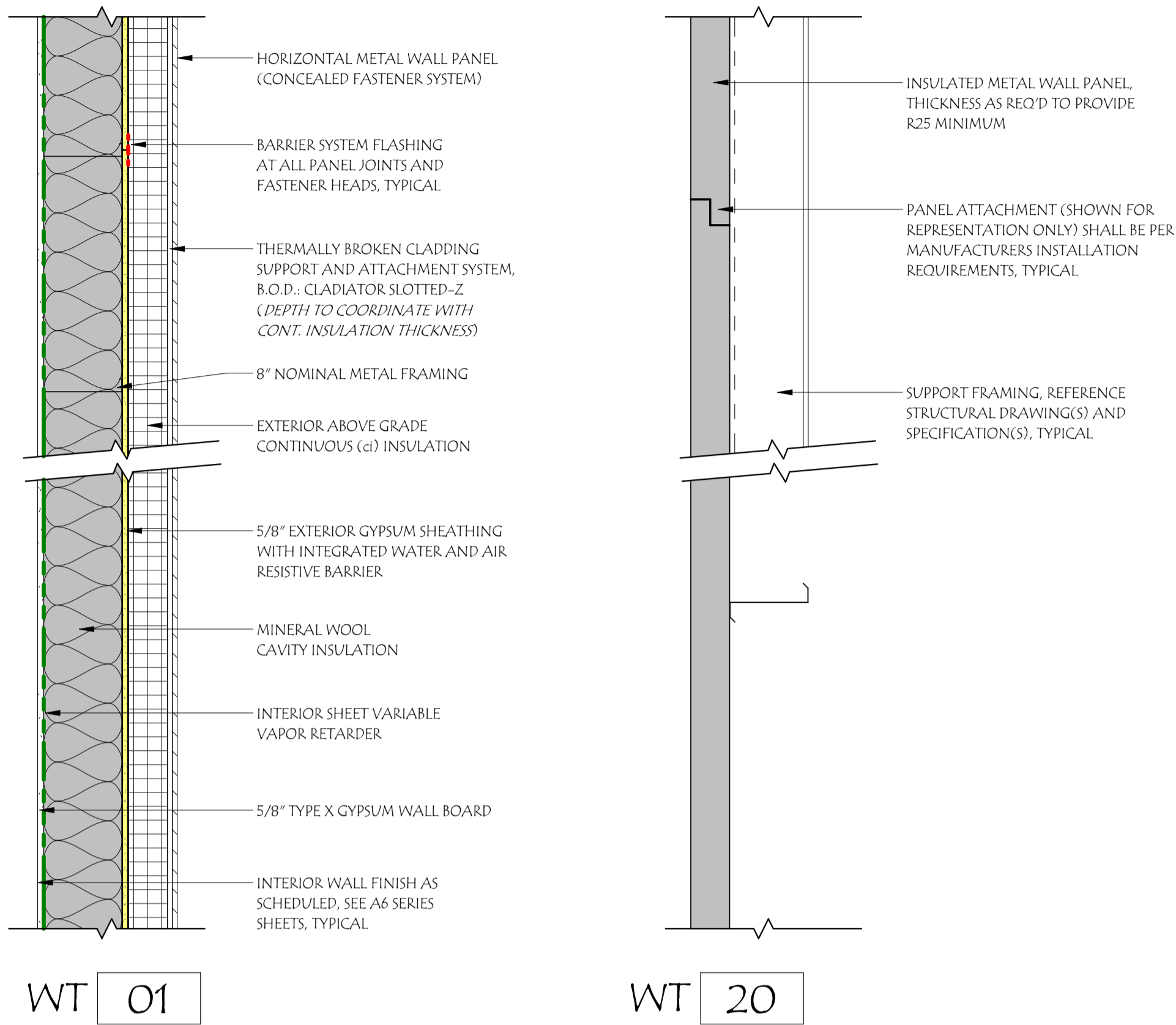
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Sheet **3** of **X**

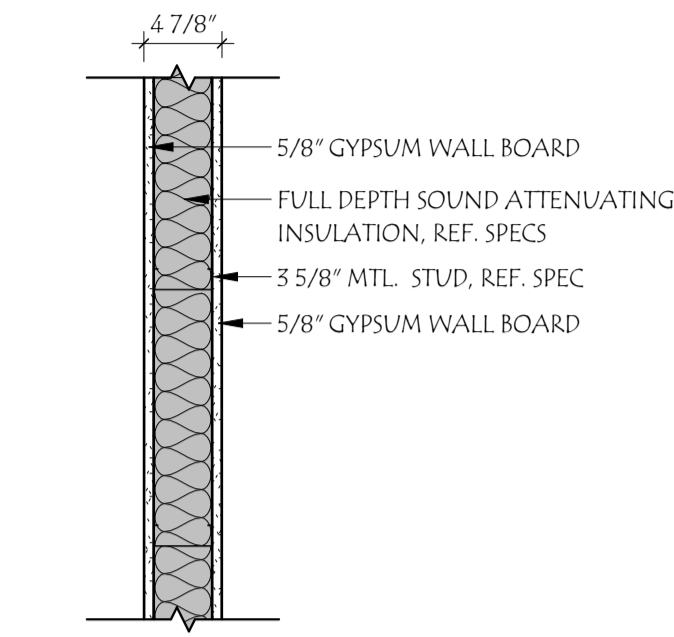
Project Number  
**59214.00**

1. WALLS AND PARTITIONS SHALL BE FULL HEIGHT (INCLUDING FINISHES) TO FLOOR OR ROOF DECK ABOVE, UNLESS NOTED OTHERWISE.  
2. REFERENCE STRUCTURAL DRAWINGS FOR STUD SPACING, TYPICAL.  
3. REFERENCE SPECIFICATION(S) AND STRUCTURAL DRAWINGS FOR CFS DESIGN, TYPICAL.  
4. PROVIDE MOISTURE RESISTANT GYPSUM (MRGWR) IN ALL TOILET AND BATHROOM LOCATIONS UNLESS NOTED OTHERWISE.

## GENERAL NOTES - WALL AND PARTITIONS

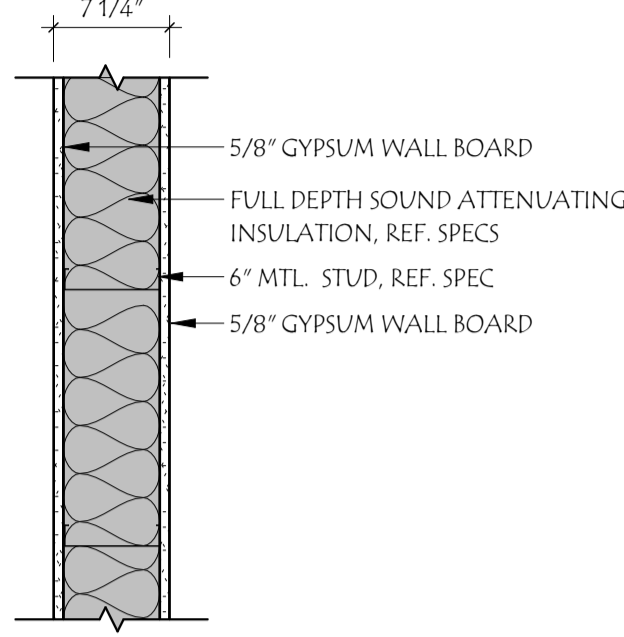


IDENTIFY ALL FIRE AND SMOKE RATED PARTITIONS PER SPECIFICATIONS AND IBC REQUIREMENTS



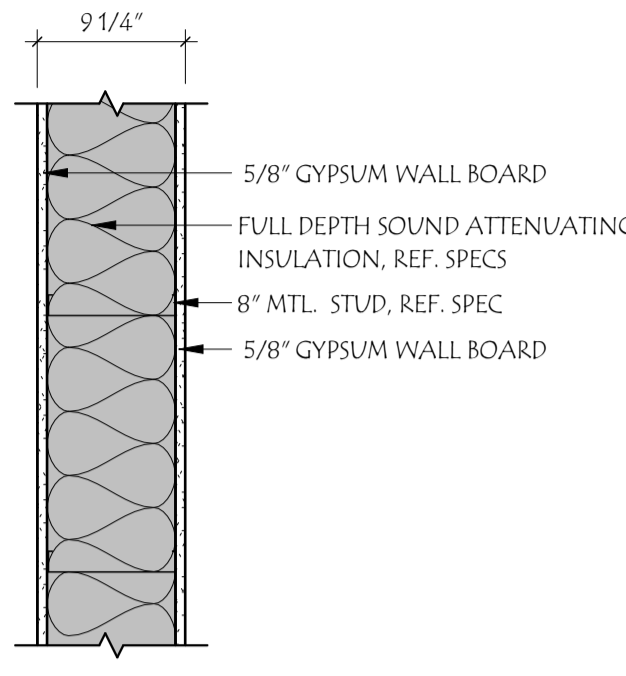
**1 HOUR RATED WALL CONST.**  
REFERENCE UL U465

- 50B** SIM. TO WT **50** EXCEPT: FULL DEPTH SOUND ATTENUATING NOT REQUIRED, NOTE: " 1 HR RATING STILL REQUIRED"
- 50C** SIM. TO WT **50** EXCEPT: 1 HOUR FIRE RATING NOT REQUIRED
- 50D** SIM. TO WT **50** EXCEPT: FULL DEPTH SOUND ATTENUATING NOT REQUIRED, 1 HOUR FIRE RATING NOT REQUIRED



**1 HOUR RATED WALL CONST.**  
REFERENCE UL U465

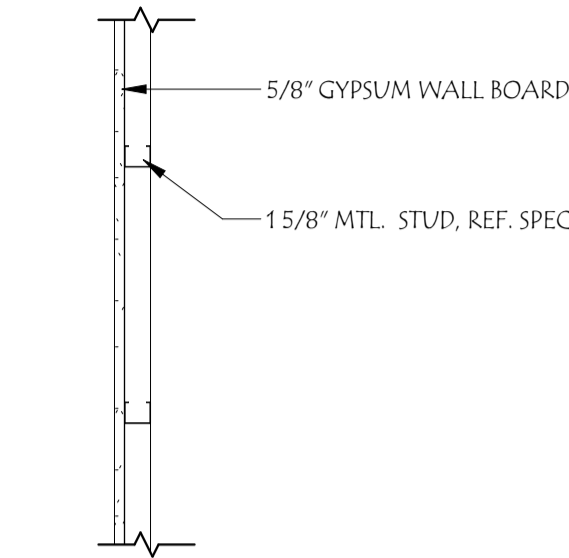
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- 52C** SIM. TO WT **52** EXCEPT: 1 HOUR FIRE RATING NOT REQUIRED
- 52D** SIM. TO WT **52** EXCEPT: FULL DEPTH SOUND ATTENUATING NOT REQUIRED, 1 HOUR FIRE RATING NOT REQUIRED



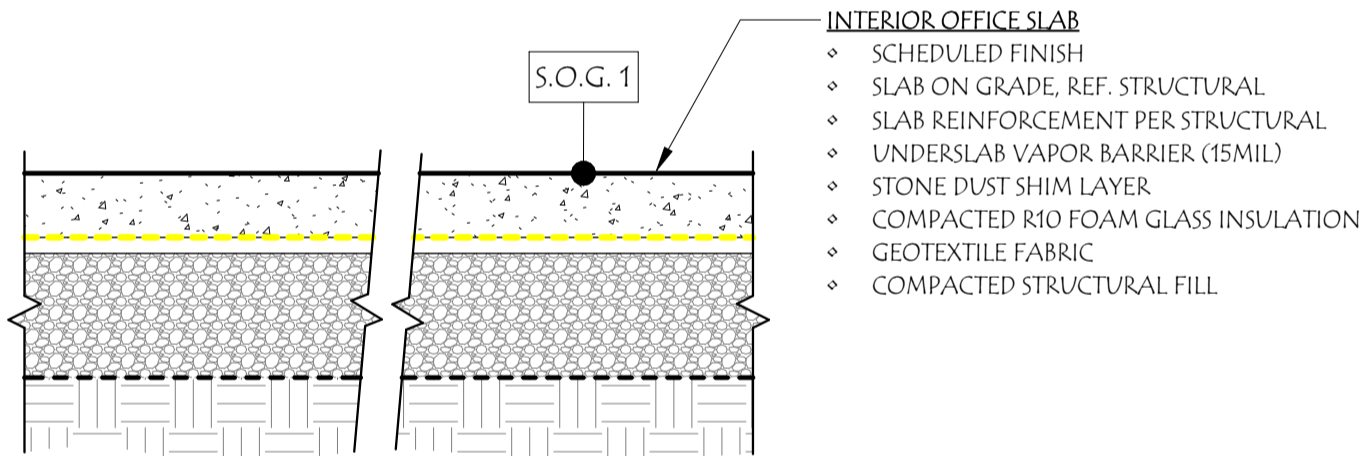
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REFERENCE UL U465

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- 54C** SIM. TO WT **54** EXCEPT: 1 HOUR FIRE RATING NOT REQUIRED
- 54D** SIM. TO WT **54** EXCEPT: FULL DEPTH SOUND ATTENUATING NOT REQUIRED, 1 HOUR FIRE RATING NOT REQUIRED

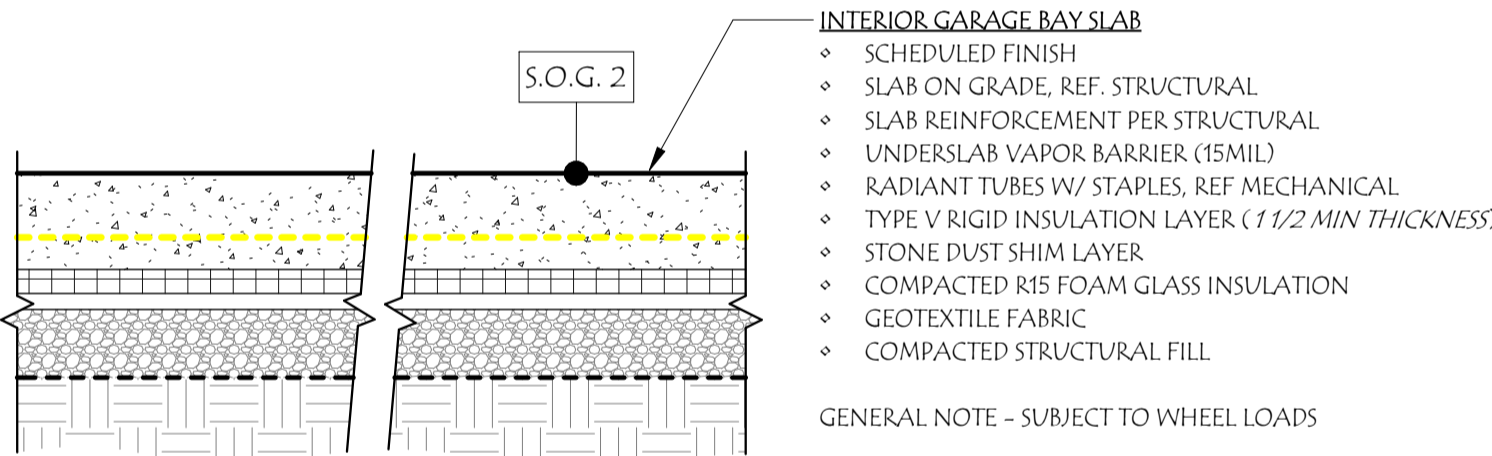
REFERENCE UL ASSEMBLY(S) FOR ADDITIONAL ASSEMBLY REQUIREMENTS



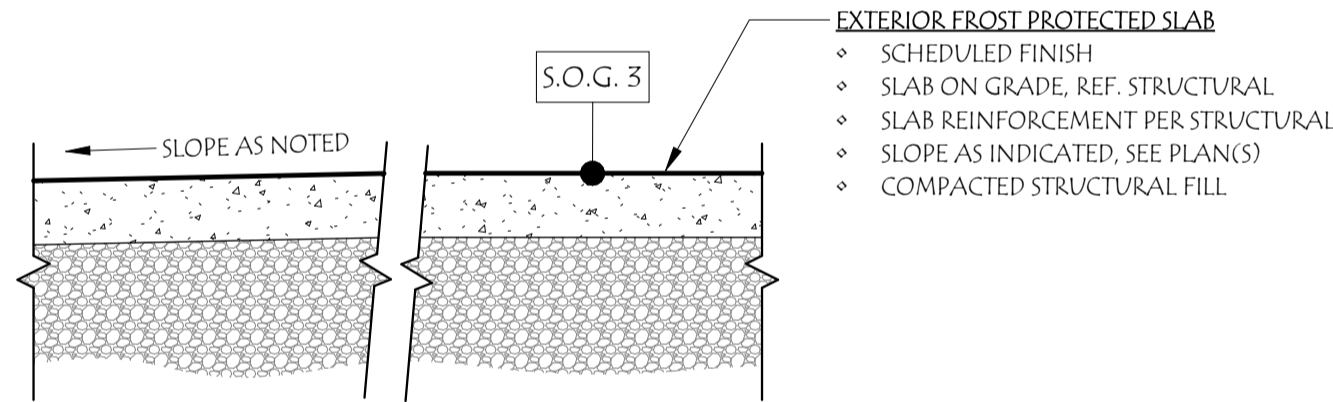
- 59B** SIM. TO WT **59** EXCEPT: 2 1/2" METAL STUDS, REF. SPEC
- 59C** SIM. TO WT **59** EXCEPT: 3 5/8" METAL STUDS, REF. SPEC
- 59D** SIM. TO WT **59C** ADD SOUND ATTENUATION INSULATION WITH SPECIFIED BATT SUPPORT SYSTEM



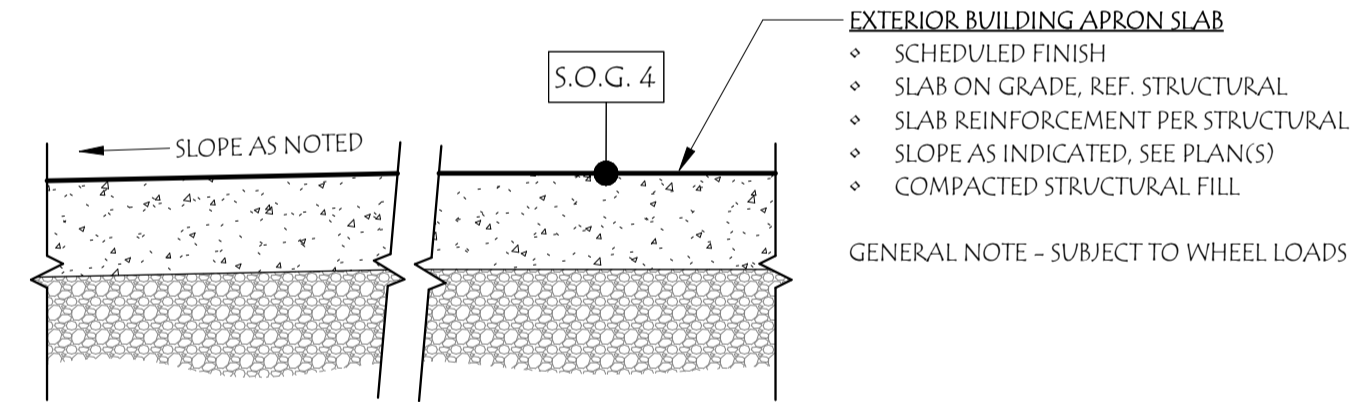
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**2 S.O.G. 2**  
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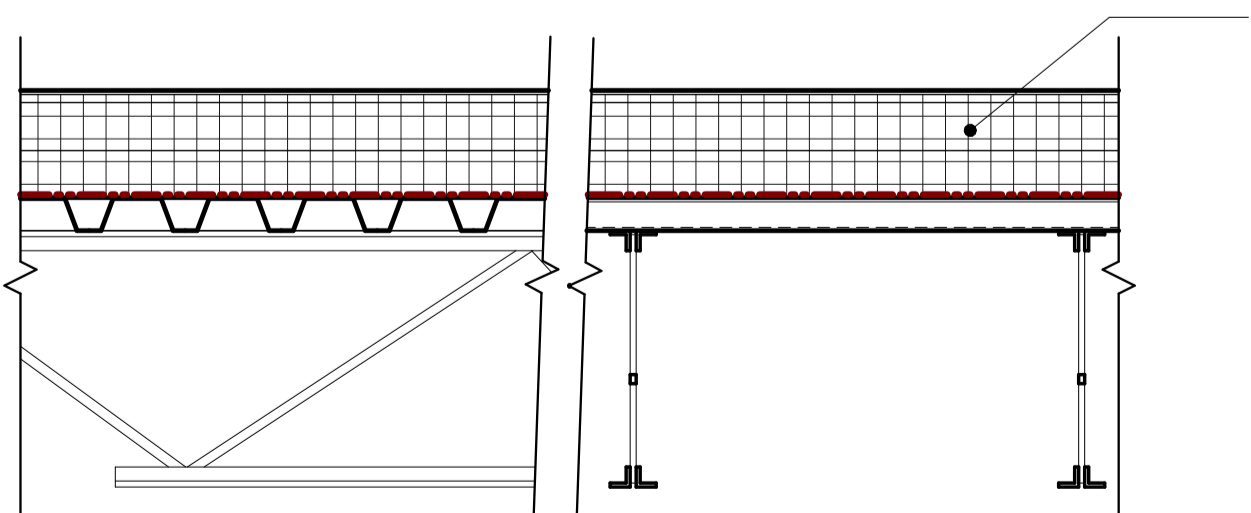


**3 S.O.G. 3**  
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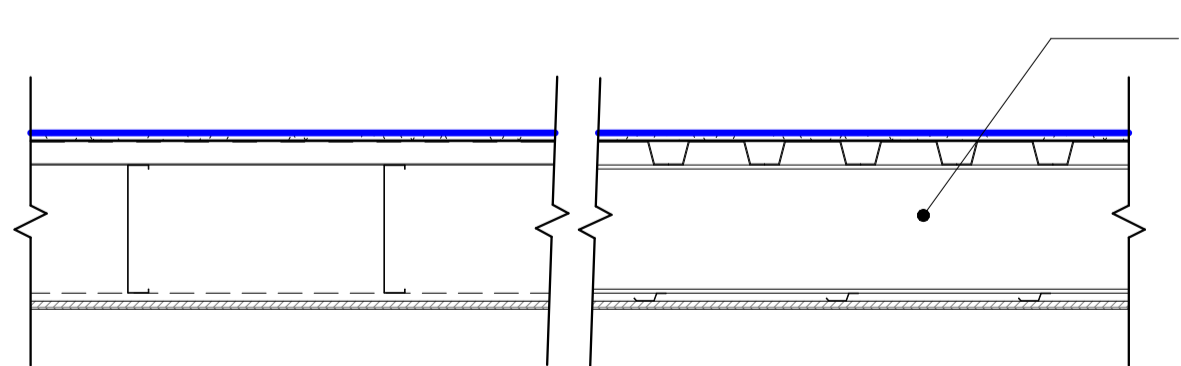
**4 S.O.G. 4**  
A0.12 1" = 1'-0"

GENERAL NOTE - SUBJECT TO WHEEL LOADS



**PRINCIPAL ROOF ASSEMBLY**

- 60 MIL - TPO SINGLE-PLY MEMBRANE
- 1/2" HD FOAM COVERBOARD
- 4" NOMINAL POLYISO (R23.6)
- 4" NOMINAL POLYISO (R23.6)
- SELF ADHERED ROOF VAPOR RETARDER
- METAL DECKING, REF. STRUCTURAL
- ROOF FRAMING REF. STRUCTURAL



**ENTRY CANOPY ROOF ASSEMBLY**

- 60 MIL - TPO SINGLE-PLY MEMBRANE
- TAPERED INSULATION KIT (CRICKET)
- 1/2" HD FOAM COVERBOARD
- METAL ROOF DECKING (REF. STRUCTURAL)
- LGMF - REFERENCE STRUCTURAL
- 1/2" RESILIENT CHANNEL @ 12" O.C.
- METAL SOFFIT PANELS



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# DATE REVISION DESCRIPTION

## WARREN TOWN HIGHWAY GARAGE

WARREN, VERMONT

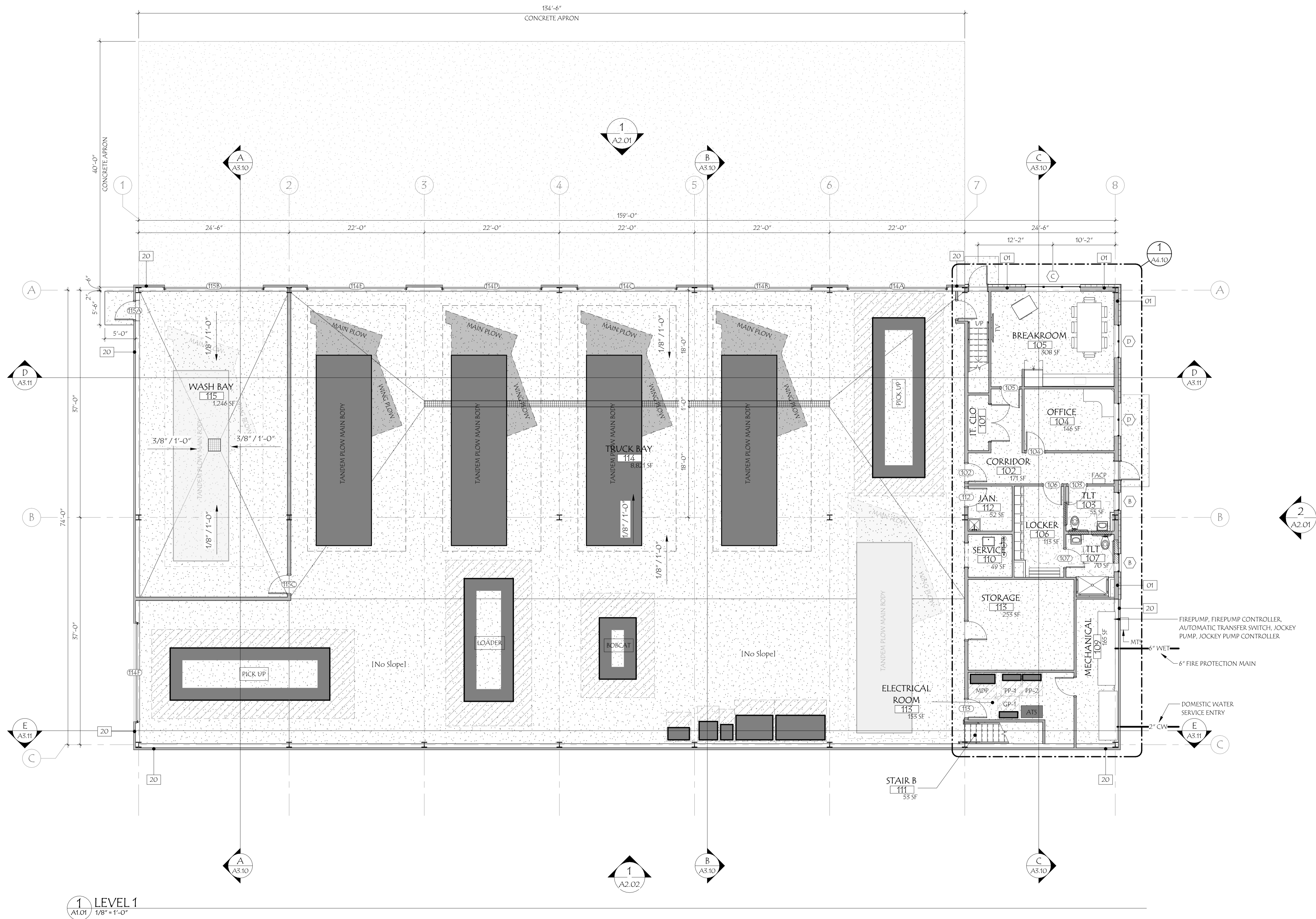


### FLOOR ASSEMBLIES AND WALL TYPES

PROJECT NO: 2024046  
DATE: JANUARY 10, 2025  
CHECKED BY: JPL  
DRAWN BY: JPL  
SCALE: As indicated

## A0.12

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#	DATE	REVISION DESCRIPTION
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## WARREN TOWN HIGHWAY GARAGE

WARREN, VERMONT

### OVERALL MAIN LEVEL PLAN

PROJECT NO:	2024046
DATE:	JANUARY 10, 2025
CHECKED BY:	SVR
DRAWN BY:	JPL
SCALE:	1/8" = 1'-0"

# A1.01



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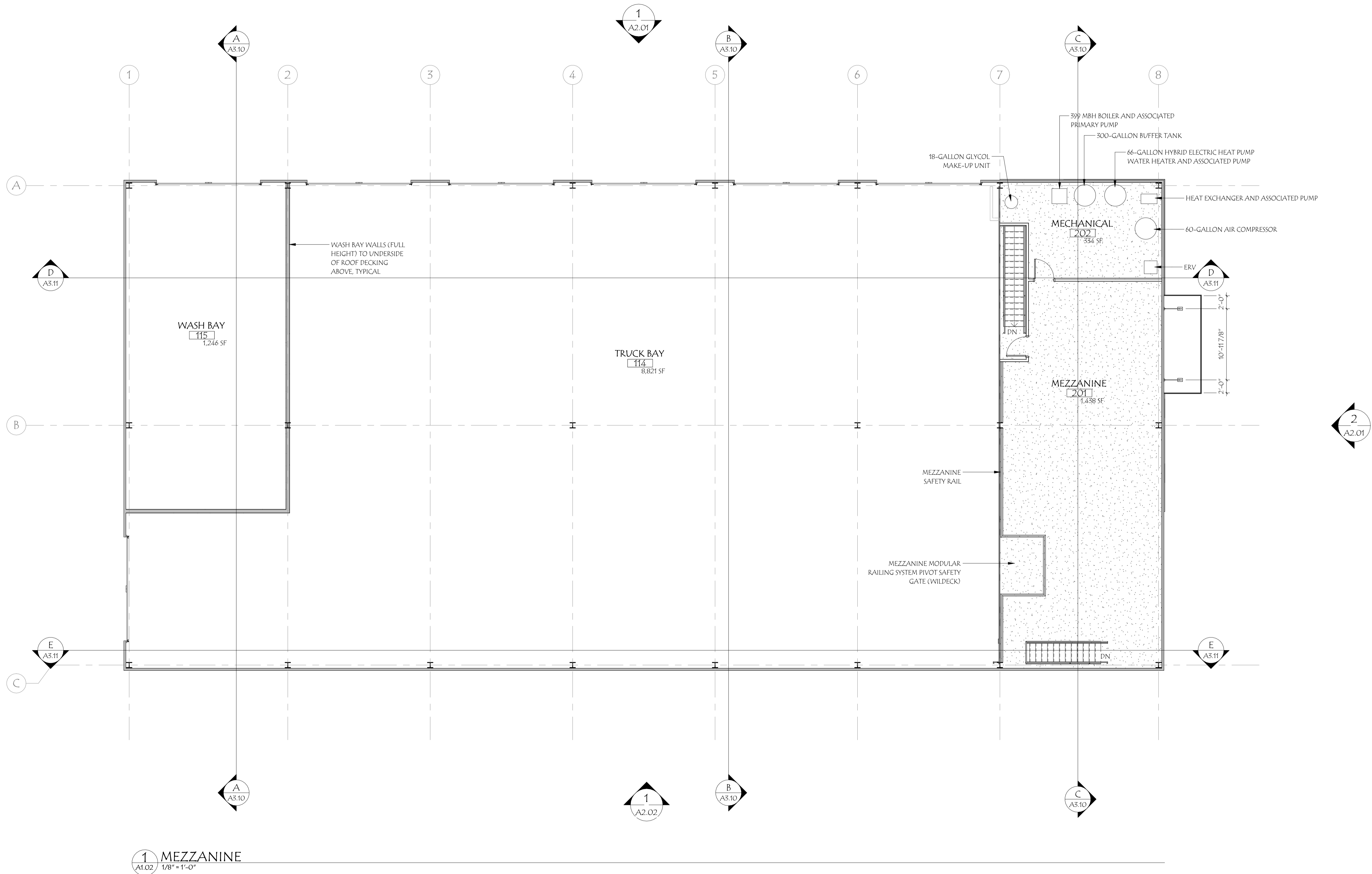
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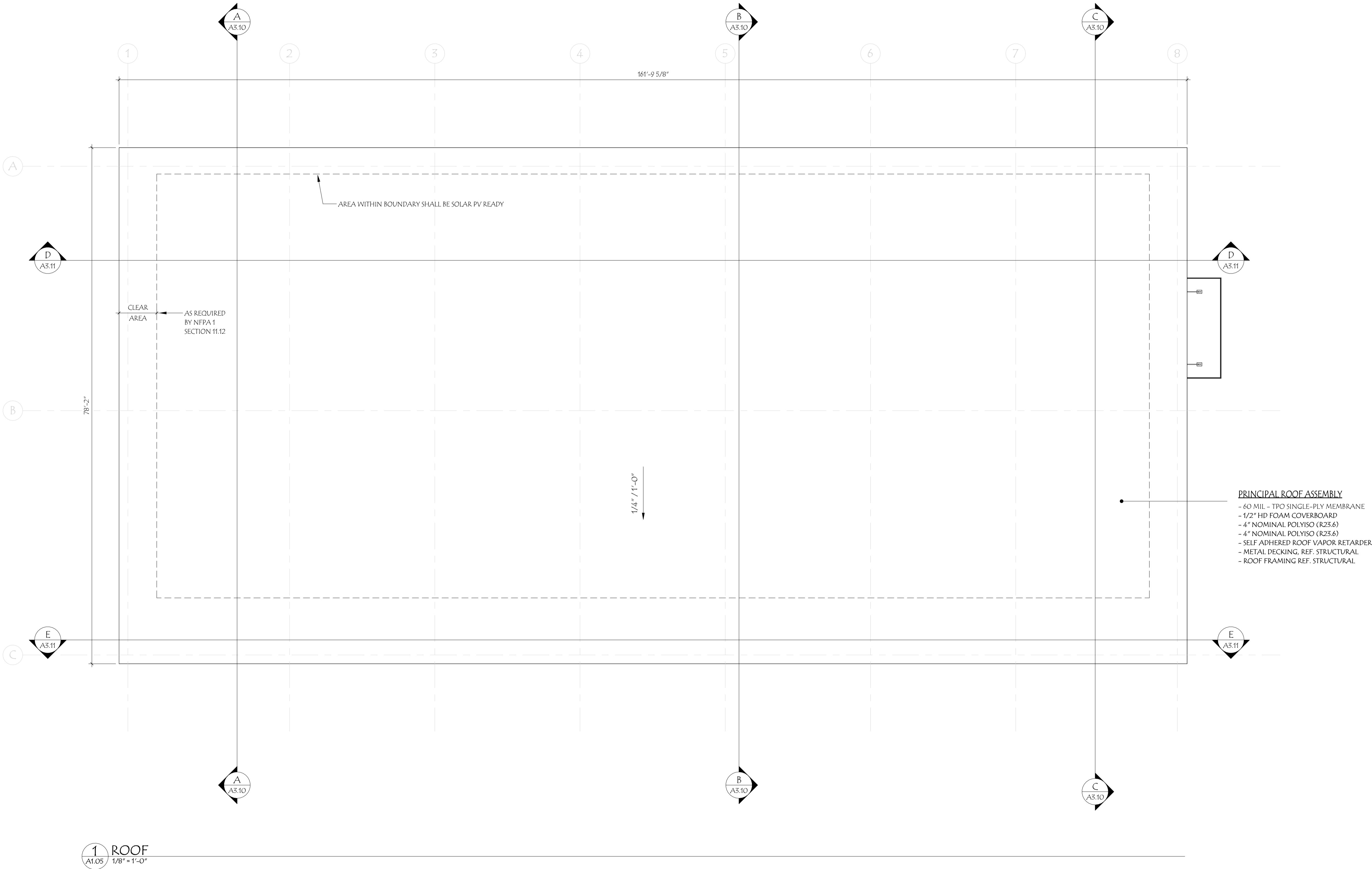
WARREN, VERMONT

### OVERALL MEZZANINE PLAN

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CHECKED BY:	SVR
DRAWN BY:	JPL
SCALE:	1/8" = 1'-0"

# A1.02

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CHECKED BY:	JPL
DRAWN BY:	JPL
SCALE:	1/8" = 1'-0"

# A1.05



1 NORTH EAST  
A2.00



2 NORTH WEST  
A2.00



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**OWNER TITLE**  
TOWN OF WARREN  
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WARREN, VT 05674  
802.496.2709

**ARCHITECT**  
WIEMANN LAMPHERE ARCHITECTS  
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**CIVIL ENGINEER AND LANDSCAPE**  
VANASSE HANGEN BRUSTLIN, INC.  
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**MECHANICAL ENGINEER**  
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811 MIDDLE STREET  
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860.532.1682

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#	DATE	REVISION DESCRIPTION
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## WARREN TOWN HIGHWAY GARAGE

WARREN, VERMONT



### EXTERIOR PERSPECTIVES

PROJECT NO:	2024046
DATE:	JANUARY 10, 2025
CHECKED BY:	Checker
DRAWN BY:	Author
SCALE:	

# A2.00



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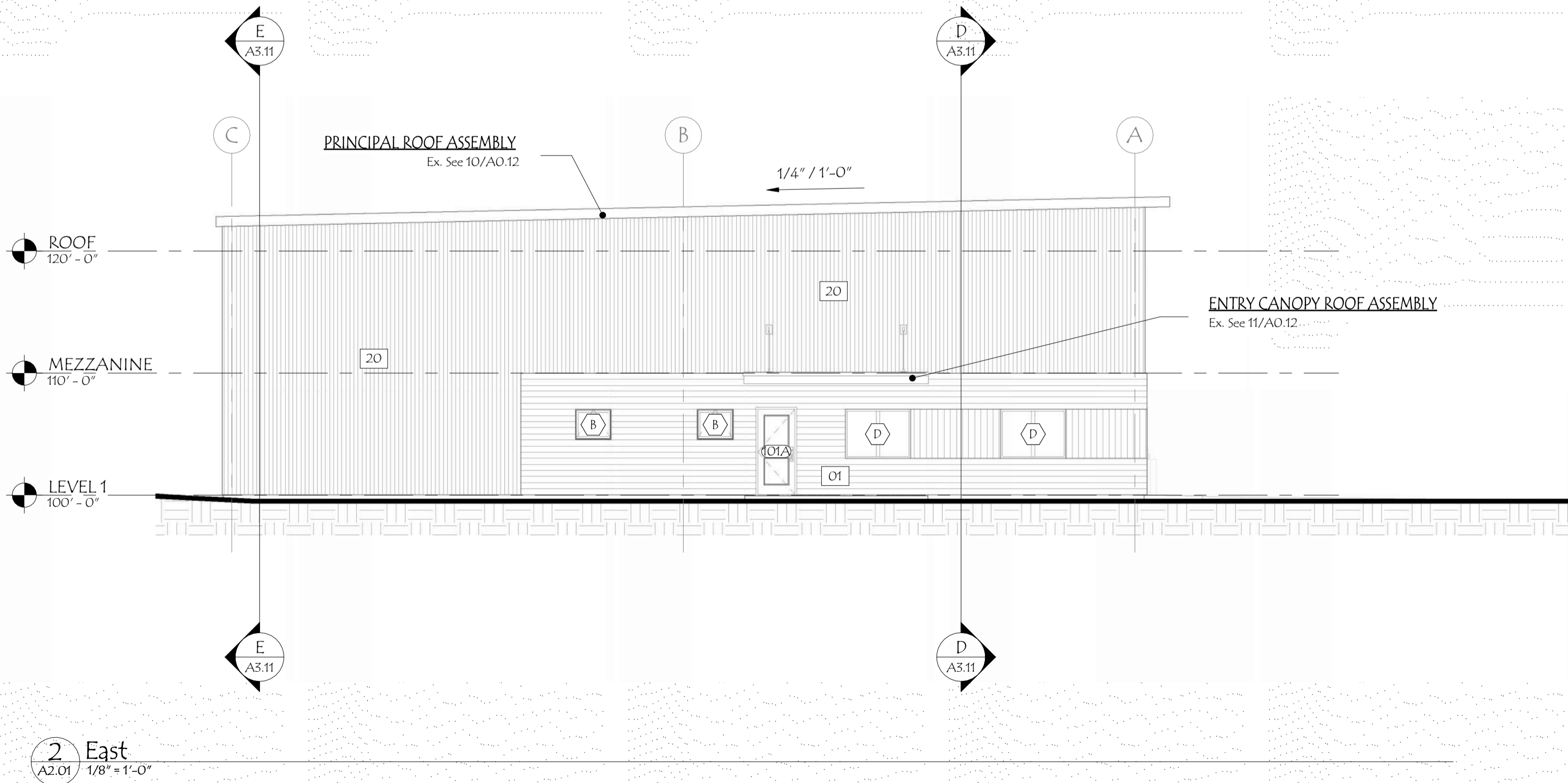
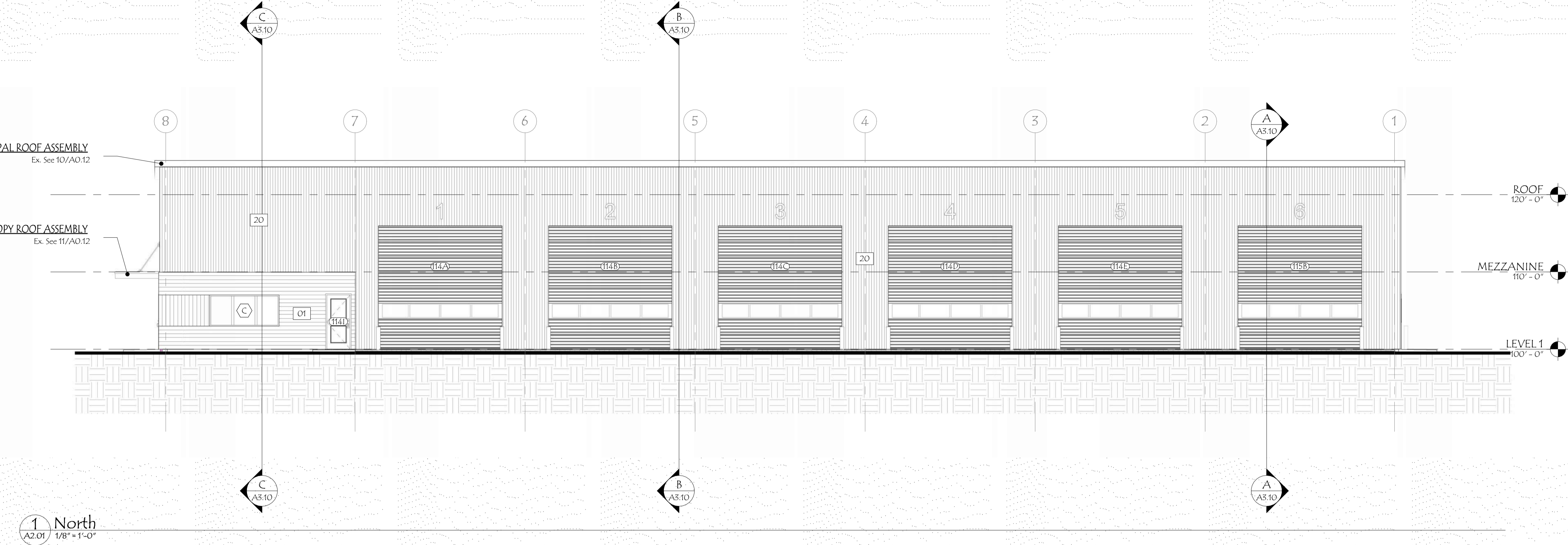
# WARREN TOWN HIGHWAY GARAGE

WARREN, VERMONT

## BUILDING ELEVATIONS

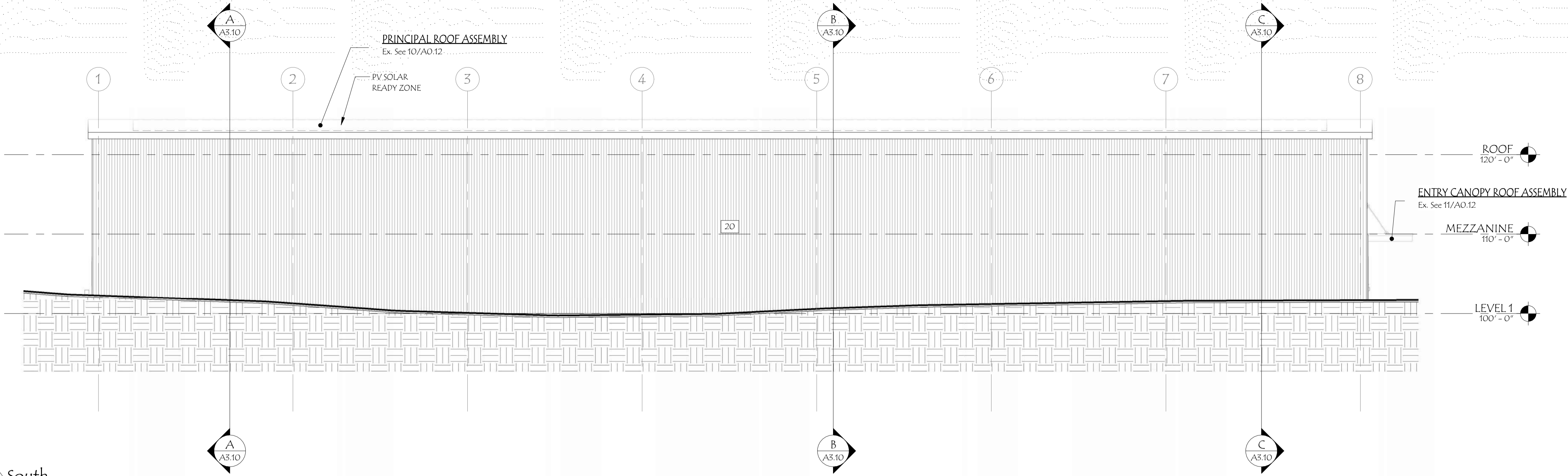
PROJECT NO:	2024046
DATE:	JANUARY 10, 2025
CHECKED BY:	JPL
DRAWN BY:	JPL
SCALE:	1/8" = 1'-0"

# A2.01

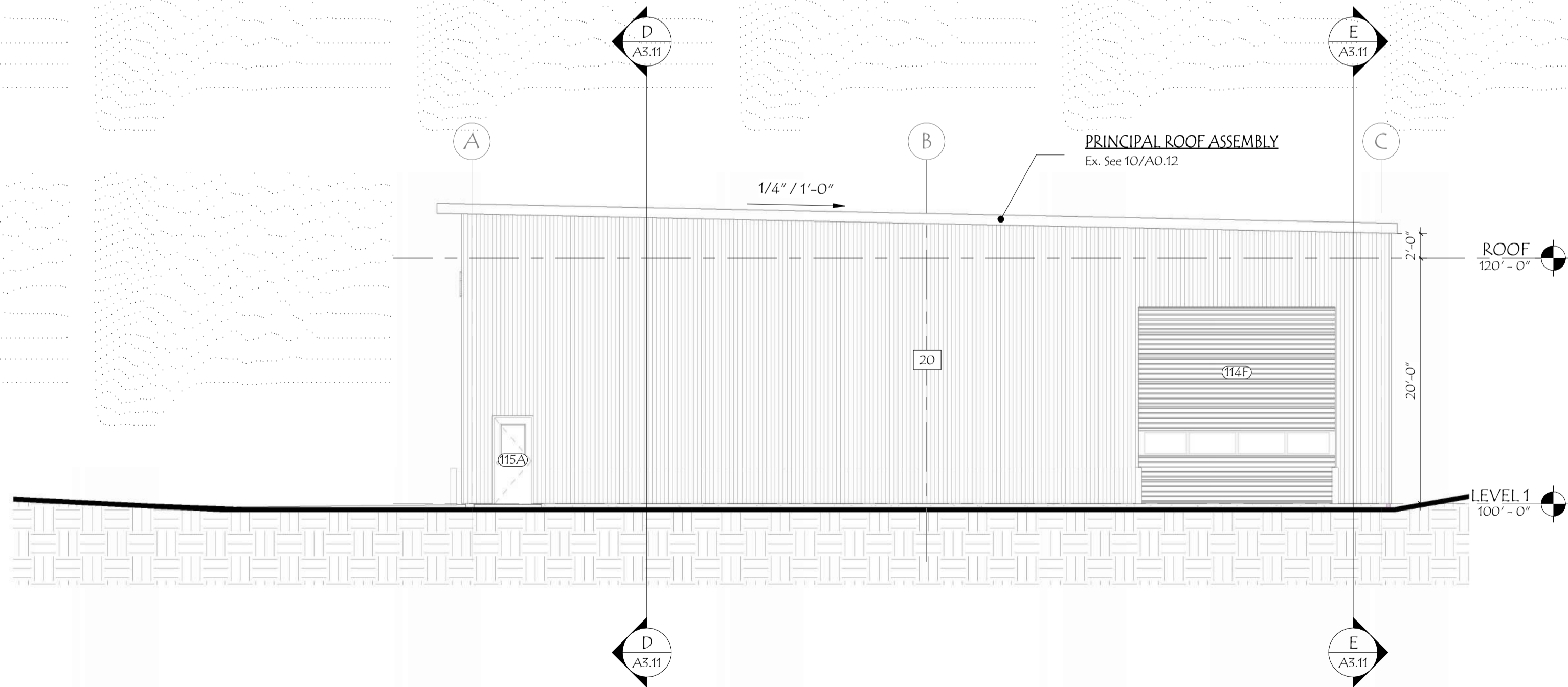


MATERIALS SCHEDULE						
MARK	DESCRIPTION	SPEC SECTION	MANUFACTURER	MODEL	COLOR	URL

FILENAME: C:\Users\jlamphere\Documents\2024046\_224\_ARCH\_02.dwg  
PRINTED: 2/14/2025 12:46:59 PM



1 South  
A2.02 1/8" = 1'-0"



2 West  
A2.02 1/8" = 1'-0"

MATERIALS SCHEDULE						
MARK	DESCRIPTION	SPEC SECTION	MANUFACTURER	MODEL	COLOR	URL



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## WARREN TOWN HIGHWAY GARAGE

WARREN, VERMONT



### BUILDING ELEVATIONS

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# A2.02



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#	DATE	REVISION DESCRIPTION
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## WARREN TOWN HIGHWAY GARAGE

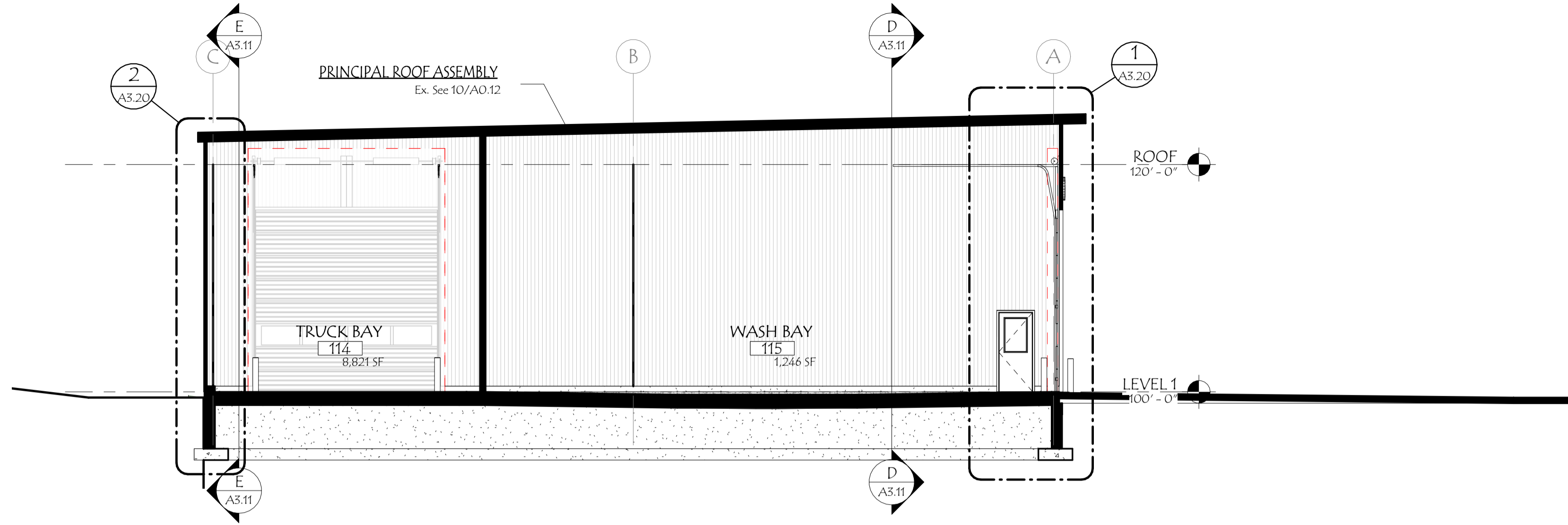
WARREN, VERMONT



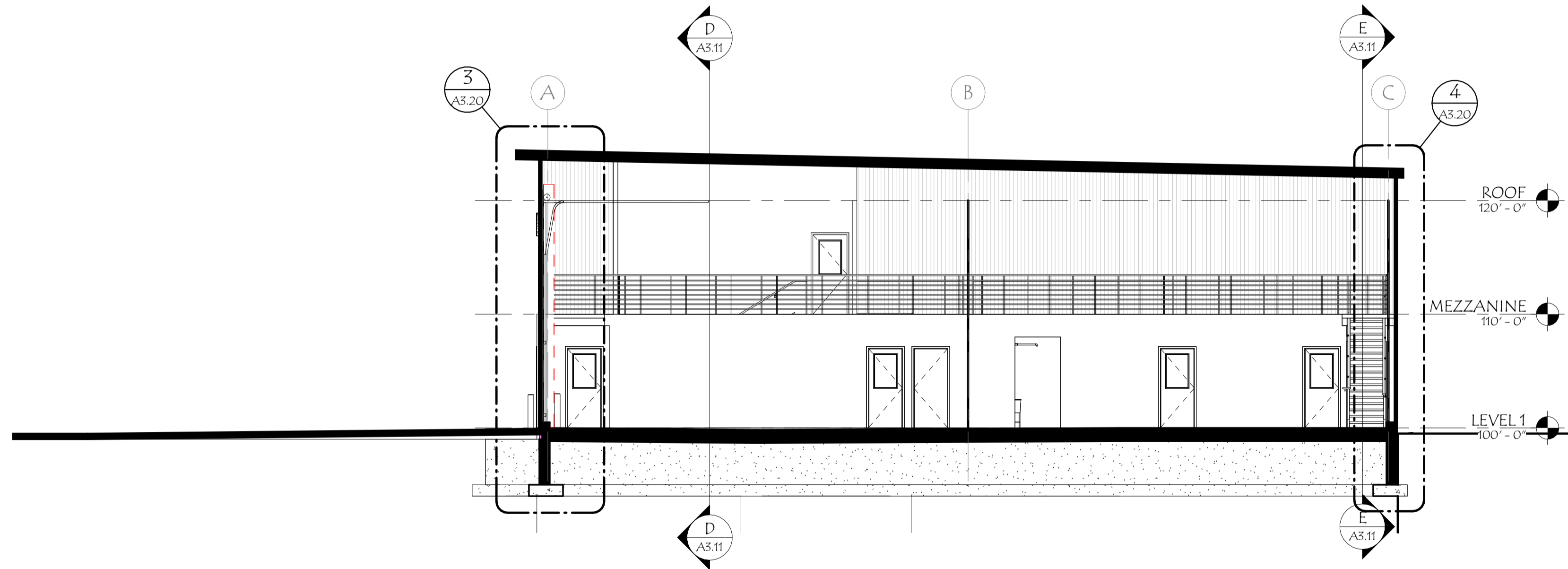
### BUILDING SECTIONS

PROJECT NO:	2024046
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CHECKED BY:	Checker
DRAWN BY:	Author
SCALE:	1/8" = 1'-0"

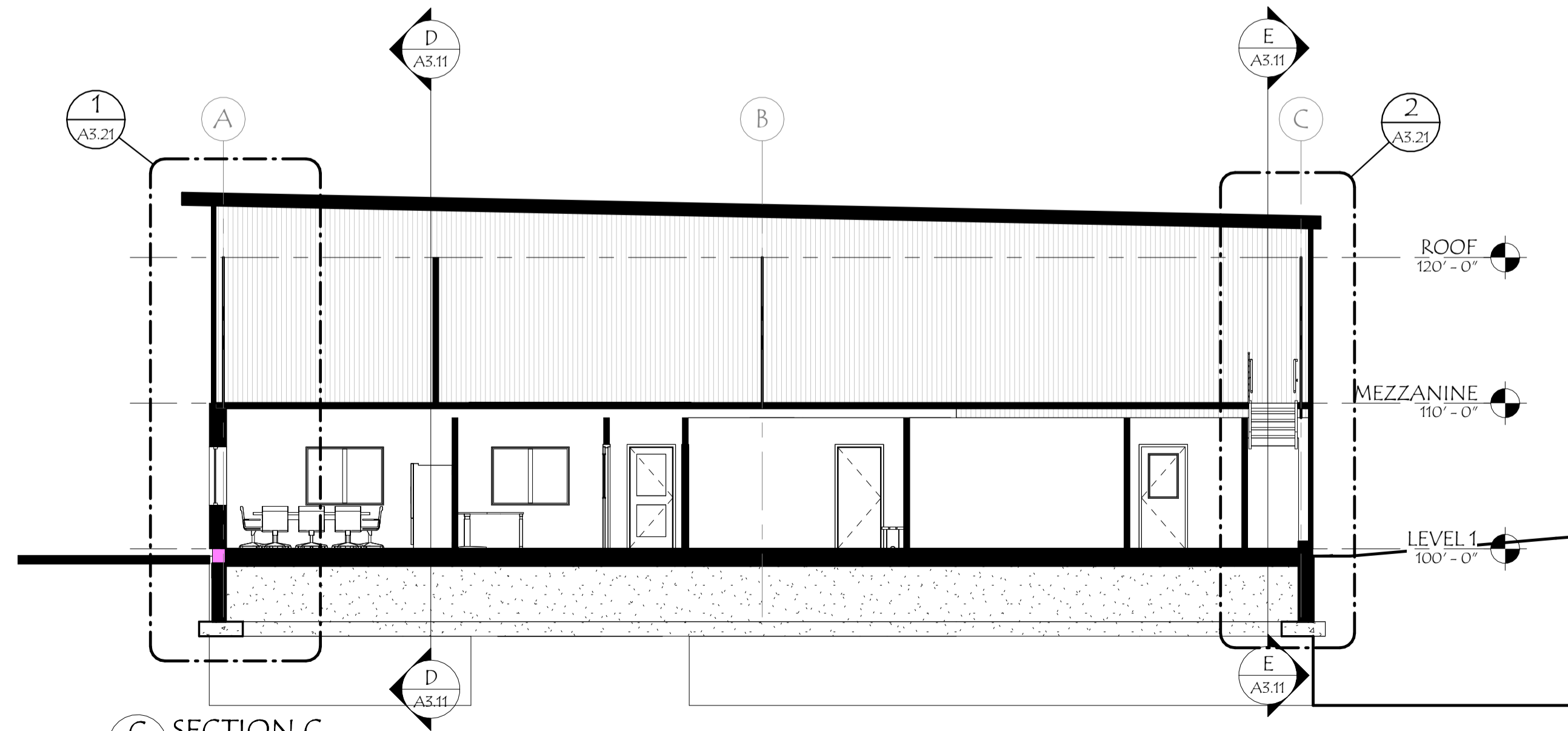
# A3.10



**A SECTION A**  
A3.10 / 1/8" = 1'-0"



**B SECTION B**  
A3.10 / 1/8" = 1'-0"



**C SECTION C**  
A3.10 / 1/8" = 1'-0"



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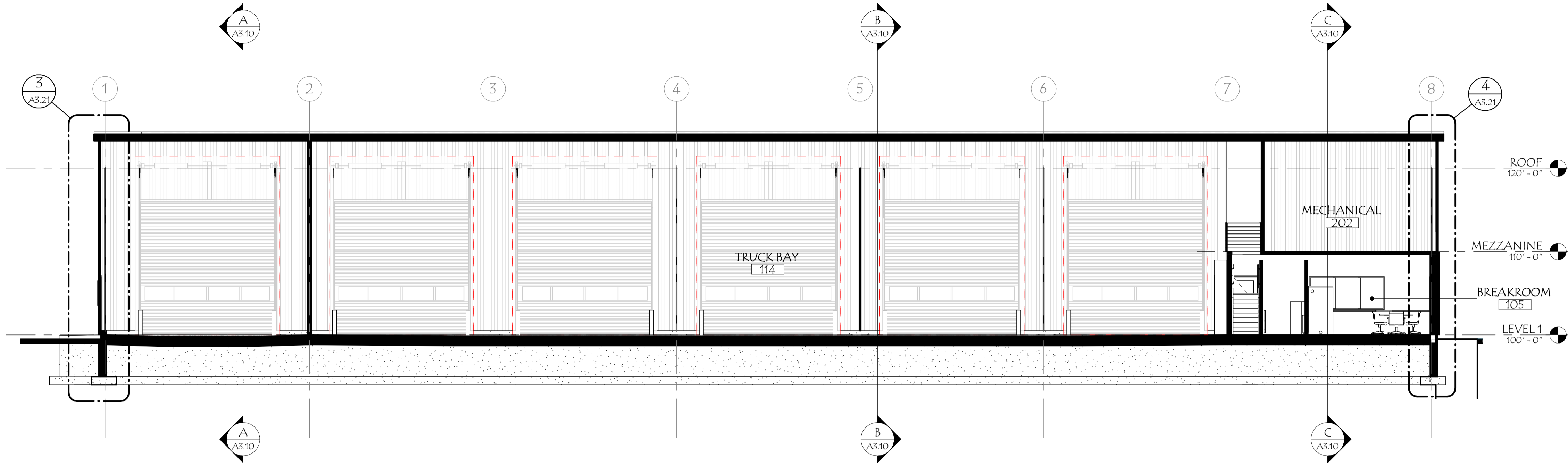
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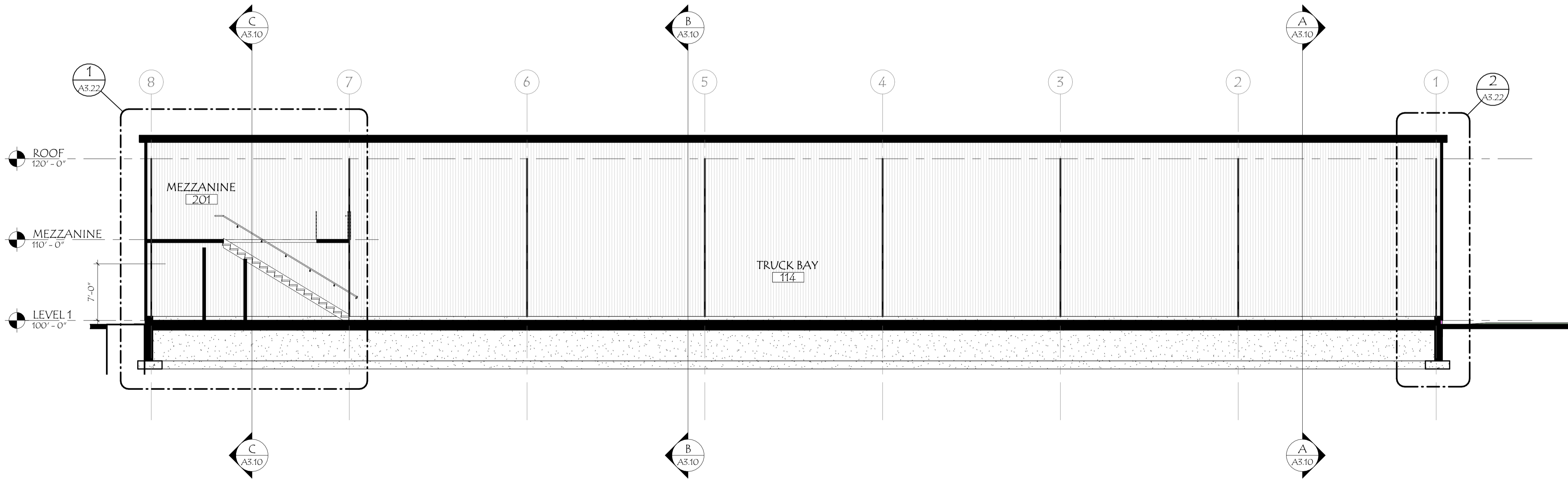
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**D SECTION D**  
A3.11 1/8" = 1'-0"



**E SECTION E**  
A3.11 1/8" = 1'-0"

#	DATE	REVISION DESCRIPTION
---	------	----------------------

## WARREN TOWN HIGHWAY GARAGE

WARREN, VERMONT



### BUILDING SECTIONS

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DRAWN BY:	Author
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# A3.11