

**REQUEST FOR PROPOSALS**  
*Structural and Architectural Assessment for*  
*Two Municipally Owned Buildings*  
**Isle La Motte, Vermont**

*June 12, 2024*

**Proposals Due on July 15, 2024**

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**PROJECT DESCRIPTION**

**Overview**

Consultant assistance is required to complete structural and architectural assessments and cost estimates for preferred reuses of the Isle La Motte Old Town Hall and former Elementary School buildings.

**Context and Background**

The town of Isle La Motte seeks assistance with the reuse of its former elementary school and old Town Hall buildings.

The town is considering how best to use these two town-owned properties to support economic development or housing in the community. The town is working with Northwest Regional Planning Commission (NRPC) to develop its first ever Town Plan, which will focus on reuse of these buildings as a key element. Public engagement, as well as the results of these assessments, will be used to develop final re-use plans.

The Elementary School (42 School Street Extension) was built in 1997 and closed permanently in 2020 due to a lack of enrollment. Part of the building is being used for the municipal offices.

The Old Town Hall (2272 Main Street) is located on a 0.17acre parcel on Isle La Motte's Main Street and remains unutilized by the town.

Additional information about Isle La Motte's Old Town Hall and Elementary School buildings:

[Isle La Motte's Town Hall Historical Building Registry](#)

[2019 Lewandoski Assessment Isle La Motte Town Hall](#)

[2018 Isle La Motte School Property Value Assessment](#)

[2018 Isle La Motte Town Hall Property Value Assessment](#)

## **Funding**

A total of \$60,000 is available for consultant services from the Municipal Technical Assistance Program. [Municipal Technical Assistance | Department of Finance and Management \(vermont.gov\)](https://www.vermont.gov/department-of-finance-and-management)

## **Work Plan**

1. Engineering Services
  - a. Assess existing structural conditions for the buildings, develop schematic structural plans and identify needed improvements.
  - b. Develop a written narrative of relevant site/permitting/utility issues and how they would be addressed in a renovation project.
  - c. Coordination with the architectural consultant to implement insulation and egress/ADA schematic designs.
  - d. Attend meeting(s) with Isle La Motte, NRPC and architect.
  - e. Provide opinion of construction costs in coordination with the architect and cost estimator.
  - f. Develop a final report and set of drawings coordinated with the architectural work.
  
2. Architectural Services:
  - a. Develop schematic floor plan design solutions based on site visit assessment, meeting the requirements for the Vermont Fire Prevention Code, Vermont Access Rules, Vermont Commercial Energy Code and information provided by Isle La Motte.
  - b. Review with Isle La Motte and NRPC the existing conditions, recommended modifications, upgrades and design layouts.
  - c. Further development of schematic floor plan design solutions incorporating changes discussed at review meeting.
  - d. Review with Isle La Motte and NRPC the revised schematic design floor plan design solutions.
  - e. Prepare a scope of work for the architectural elements broken down by Division.
  - f. Develop a preliminary probable construction cost estimate.
  - g. Review with Isle La Motte and NRPC the scope of work and the preliminary probable construction cost estimate.
  - h. Provide an architectural rendering based on the schematic design.

After the initial assessments of the two buildings (1 a-c and 2 a), if Isle La Motte determines reuse is not feasible, then Isle La Motte and NRPC may modify or discontinue the remainder of the scope of work for one or both buildings.

## **PROPOSAL REQUIREMENTS**

### **Submission Requirements**

All responses to the RFP shall include the following information:

1. **Cover Letter** – A letter of interest and a summary of qualifications, recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – A detailed scope of work based on the work plan provided above, broken down by task. Describe the approach to the project and proposed methodology including:
  - a. a detailed scope of work with associated list of tasks broken down by task and team member
  - b. description of the proposed deliverables.

The consultant(s) may also propose additional supplemental items to the scope of work or new/creative approaches to this project.

3. **Proposed Schedule** – A schedule that includes completion of work tasks, deliverables, and key meetings that complies with the timeframe provided below.
4. **Project Budget** – A detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved.
5. **Qualifications and Staffing** – A qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including contact information, the name of the firm, a description of relevant experience on similar projects for each firm and listing of their individual work experience in this role on similar projects
6. **References** – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
7. **Page Limit** – The proposal, encompassing items 1-6 above, shall not exceed 10 double-sided pages (20 total pages) including cover letter, table of contents, project lists and contacts.

All information submitted becomes property of Northwest Regional Planning Commission. NRPC reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of NRPC. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. NRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any

formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of NRPC. This solicitation of proposals in no way obligates NRPC to award a contract.

### **Submission Requirements**

Respondents should submit one (1) digital copy (PDF) to:

**Northwest Regional Planning Commission**

**klavoie@nrpcvt.com**

Please expect a confirmation email upon receipt of the proposal.

If you have any questions about this project or the RFP, please address them via email to [klavoie@nrpcvt.com](mailto:klavoie@nrpcvt.com). We will respond to all questions in writing within 3 days. Both the question and response will be shared with the other consultants.

### **RFP Schedule Summary**

Proposals due *July 15, 2024*

Interviews if needed *July 22, 2024*

Consultant selection by *July 24, 2024*

Project Work to begin *August 1, 2024*

Complete project on or by *February 3, 2025*

**Proposal Selection** Proposals will be reviewed by a selection committee comprised of representatives from NRPC and Isle La Motte. A short-list of consultants may be selected for interviews.

### **Proposal Evaluation**

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) - 40%
2. Scope of work, fees, methodology and schedule - 40%
3. Proposal quality, completeness and clarity - 20%

### **Final Consultant Selection**

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

### **Contract Requirements**

The consultant contract will be subject to the terms of the Municipal Technical Assistance Program. [Municipal Technical Assistance | Department of Finance and Management \(vermont.gov\)](#)