

# Request for Qualifications

Project Development Assistance for Energy Retrofits of Municipal Buildings  
*Bennington County Regional Commission*

## **RFP SCHEDULE**

September 9, 2024 – RFQ Published

October 11, 2024 – Response Deadline (5:00pm)

Questions in writing may be sent to Callie Fishburn at [cfishburn@bcrcvt.org](mailto:cfishburn@bcrcvt.org)

Responses must be clearly marked with the subject title “*MERP Statement of Qualifications*”, and be **emailed** to:

Callie Fishburn  
Regional Planner  
Bennington County Regional Commission  
210 South Street, Suite 6  
Bennington, VT 05201  
[cfishburn@bcrcvt.org](mailto:cfishburn@bcrcvt.org)

***The deadline for submission is October 11, 2024 at 5:00pm EST.***

## Introduction and Background

The Bennington County Regional Commission (BCRC) seeks project management services to support up to seven municipalities in developing municipal building improvement plans related to the Municipal Energy Resilience Program (MERP) funded by the State office of Buildings and General Services (BGS) through Act 172 (2022). The municipalities including Arlington, Bennington, Manchester, Rupert, Sandgate, Woodford, and the Village of North Bennington have been granted free energy assessments on 18 Municipally owned buildings. These assessments qualify them to apply for an Implementation Grant through the MERP program funding energy efficiency retrofits, as well as accessibility and ventilation improvements. The implementation program offers competitive grants of up to \$500,000 per town that can be used for one or more MERP-assessed buildings in the municipality. BGS intends to make award decisions by early October.

Through this same grant, BCRC has been allocated funding to support towns in the region to develop these projects and seek additional funding to complete more ambitious projects where necessary and possible. To ensure that awarded municipalities are prepared for implementation and

to gather information on the availability of contractors to support successful implementation projects BCRC seeks qualified providers for the following services.

- 1) Construction project development including scope of work and design development.
- 2) Development of Construction Documents, and Construction Administration and Management services on behalf of the Town(s) and the BCRC.

Respondents are encouraged to respond with availability to support some or all of the Town(s) and buildings listed above as well as which project areas Consultant is interested in working.

## Submission Requirements

All responses to the RFQ shall include the following information:

- 1) Cover Letter - A letter of interest for the project.
- 2) Statement of Qualifications and Staffing – please describe experience in areas needed to fulfill the project scope as outlined in Attachment A. Specifically, list which proposed project team members have worked on which related projects. Resumes of key staff who will be working on the project (not exceeding 2 pages for each), a brief description of their roles in the project, and a brief description of their work on related projects.
- 3) References – Include a minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
- 4) Proposed hourly rate for each of the task categories on which Consultant is interested in working.
- 5) Page Limit - The proposal, encompassing items 1-3 above, shall not exceed 15 double-sided pages (30 total pages) including cover letter, project lists and contacts.

## Selection Process

All proposals will be evaluated using the criteria listed below by a selection committee. The selection committee will consist of representatives from the BCRC and BCRC staff. Evaluation of the proposals will consider, but may not be limited to, the following:

- 1) Qualifications and experience of staff expected to work on the project;
- 2) Adequate resources and staffing to do the work, including availability of pertinent technical disciplines;
- 3) Knowledge of the area;
- 4) Knowledge of project requirements;
- 5) Written presentation, including the ability of the average citizen to understand

information conveyed in the qualifications proposal; and

6) Cost proposal

*The BCRC and the Town(s) reserve the right to seek clarification of any qualifications submitted and to select the qualifications considered to best promote the public interest. All qualifications profiles become the property of the BCRC and Town(s) upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. BCRC and Town(s) reserve the right to reject any and all qualifications received as a result of this solicitation, to negotiate with any qualified sources, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the Town(s). This solicitation of qualifications in no way obligates the BCRC and Town(s) to award a contract.*

## Contracting Provisions

### **Development of formal proposal**

Prior to initiation of work, the selected consultant will provide a formal proposal with a not to exceed price based upon the specifics of the work to be completed.

### **Contract Completion**

A performance deadline under the scope of work will be negotiated with the selected consultant team.

### **Payment**

The amount and timing of payments will be determined through contract negotiations and may be made by the Town, by the BCRC or both.

### **Ownership of Materials**

All qualifications submitted in response to this RFQ become the property of the Bennington County Planning Commission and the relevant town(s). All reports, documents, maps, data and materials developed by the consultant for this project shall be the property of the Town(s) and shall be treated as public information.

### **Compliance with State and Federal Laws**

The consultant and any sub-consultants must comply with any and all applicable laws, statutes, ordinances, rules, regulations and requirements of federal, state and local governments and agencies which relate to, or in any manner effect the performance of the agreement signed by the selected consultant team.

# **Attachment A**

## **Scope of Work**

### **Task 1: Construction Project Development**

- A. Project Kickoff Meeting - Meet with BCRC and the Town(s) to develop a clear understanding of the project goals, objectives, timelines and deliverables. This may be a strict energy retrofit or include additional concerns such as historic building requirements, ventilation and accessibility upgrades, necessary structural improvements, and space/program upgrades.
- B. Review the Energy Assessments provided by the MERP program and the implementation grant applications of the awarded towns. Use these resources to develop a scope of work for each implementation project with cost estimates.
- C. Provide guidance on what permits will be required to complete the recommended scope of work.
- D. Generate conceptual drawings and specifications for each project.
- E. Produce final Schematic Design drawings and specifications that together define the scope of work for Town approval.

### **Task 2: Construction Administration**

Comprehensive Clerk of the Works services to include, but not limited to:

- A. Assist with the bidding process for a Construction Manager and subconsultants.
- B. Become familiar with and oversee the project schedule and budget.
- C. Obtain the necessary permits required for the project.
- D. Perform on-site observations during the active construction phase.
- E. Monitor the construction schedule and alert the municipal representative and BCRC of conditions that may lead to delays.
- F. Maintain project records, including correspondence, Contract Documents, change orders, construction change directives, reports of the site meetings, shop drawings, product data and similar submittals.
- G. Review Applications for Payment submitted by the Construction Manager and forward them to the municipal representative with recommendations for disposition.
- H. Facilitate communication between the Construction Manager, the municipal representative, BCRC, and other project stakeholders.
- I. Provide regular updates to the municipal representative and BCRC. Attend occasional select board meetings as requested by the municipal representative.