



**REQUEST FOR QUALIFICATIONS  
FOR CONSTRUCTION SERVICES  
TOWN OF HINESBURG HIGHWAY GARAGE PROJECT  
REVISED**

To: All Interested Bidders  
From: Renae Marshall, Interim Town Administrator  
Date: **August 29, 2017**  
Re: Town of Hinesburg Highway Garage Project

I. REQUEST FOR QUALIFICATIONS

The Town of Hinesburg hereby requests the qualifications of select contractors for construction services as outlined in this Request for Qualifications (RFQ).

The project is currently in the Construction Documents Phase. State permit applications have been filed.

The project site is a Town-owned gravel pit, home to the current highway garage and a Chittenden Solid Waste District drop-off facility. The site is located at 907 Beecher Hill Road in the Town of Hinesburg, Vermont. The project is a ±12,000 square foot, single-story building, salt/sand shed, and associated site improvements. CSWD will be responsible for all costs associated with their move and development of their portion of the site, which will be done under separate contract.

Drawings showing the general site and building design can be found at [www.hinesburg.org](http://www.hinesburg.org).

A. Budget

The construction budget for the Town portion of the project is \$2.6 million. A bond vote was authorized by voters in March 2017 to fund the work.

B. Construction Timeline

A November 1, 2017 start of construction is anticipated, contingent upon receipt of the appropriate State and Local permits. The Town will also consider an early Spring 2018 start. Contract Documents will be complete **by September 14, 2017**.

## II. QUALIFICATIONS

**Submit the following qualifications to the Town of Hinesburg, Attn: Renae Marshall, Interim Town Manager, Town of Hinesburg, 10632 VT Route 116, Hinesburg, VT 05461, rmarshall@hinesburg.org. Qualification submittals are due by September 11, 2017 at 4:00 p.m. Electronic submittals are preferred.**

- A. Firm
  - ^ Provide a brief description of your firm's size, capabilities, people and business approach. Describe the extent of your firm's experience with comparable projects. Provide examples.
  - ^ Provide evidence of financial strength and manpower required to complete the project. Provide an AIA 305 Qualification Statement.
  - ^ Provide a list of five customer and five trade references for similar projects. Include contacts and telephone numbers.
  - ^ Provide evidence that your firm is able to secure a 100% Payment and Performance Bond in the form of a letter from your bonding company.
- B. Team
  - ^ Describe how you will structure your team and identify who the members will be. Describe each member's role in the project and their corresponding percent of effort with the project.
  - ^ Provide the resumes of key personnel assigned to the project, including your proposed project manager and project superintendent.
  - ^ Describe the specific qualifications and experience of the Project Manager(s) and Superintendent(s), as well as those of other critical team members.
  - ^ Describe the actions your firm may take to ensure that the project team initially identified remains in place on the project through completion.
- C. Services
  - ^ Describe your approach to working with the Owner, Architect, engineers and subcontractors.

## III. EVALUATION AND SELECTION PROCESS

- ^ A team comprised of Town staff and officials and representatives of Smith-Alvarez-Sienkiewicz will review the submittals utilizing a framework designed by the Town. It is the Town's intent to select 3-5 qualified contractors to submit competitive bids. **The bidding process and schedule will be defined in the Project Manual.**
- ^ Finalists may be requested to attend an interview with the Town before a selection is made.
- ^ The Town of Hinesburg may accept, reject, or seek modifications to any response.