**REQUEST FOR PROPOSALS**
**Northfield Pool House Rebuild Project**
**Northfield, Vermont**

**Project Schedule**:
- Request for proposals released: 10/16/2024
- Deadline for questions: 10/27/24
- Deadline for submission of proposals: 11/12/2024
- Contract execution: 11/20/2024
- Project completion:  03/1/2025

**Project Title**: **Northfield Municipal Pool House Project**

**Project Summary**: The Town of Northfield is seeking proposals from architectural firms to evaluate the structural condition and public safety codes and ADA compliance of the Town's existing pool house.  Based the evaluation, the firm will prepare design plans with the goal of updating the building interior to improve the building layout, and to bring the building up to public safety code and ADA compliance.

The existing pool house structure was constructed in the 1970's and consists of a cement block structure with a concrete floor, and metal roof.    The existing structure currently has minor animal infestation issues and minor plumbing issues do to deteriorated sewer line and water line within the building.

**Deliverables**: Project deliverables shall include:

1. Structural evaluation report of the existing building.
2. Design plans updating the internal building layout, a lighting plan and addressing public safety codes and ADA compliance.

**Submission Requirements**
All responses to the request for bids shall include the following:
1. Cover Letter - A cover letter and general description of proposal.
2. Scope of Work – Including discussion of Structural Report and Design Plans
3. Proposed Schedule - Provide a schedule of start and end date.
4. Relevant Experience - List of 3 similar projects, including project budget and duration, reference contact information.
5. Project Budget - Provide a not-to-exceed budget.

All information submitted becomes property of the Town of Northfield upon submission. The municipality Northfield reserves the right to issue supplemental information or guidelines relating to the request for bids as well as make modifications to the request or withdraw the request. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The Town of Northfield 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 request for bids in part or in its entirety if it is in the best interest of the Town of Northfield. This solicitation of proposals in no way obligates the Town of Northfield to award a contract.

**Submission Requirements**
Questions regarding the request for bids shall be directed to Town Manager, at jschulz@northfield.vt.us or 802-485-9822.

One (1) electronic Adobe (PDF) file shall be received on/before 4:00pm on November 12, 2024 and emailed to jschulz@northfield.vt.us. In addition, one (1) hard copy proposal shall be received by the Town by 4:00 PM on November 12, 2024, at attention Town Manager, 51 South Main Street Northfield, VT 05663.

**Evaluation Criteria**
The Town of Northfield will evaluate proposals based on project submittal and on the following criteria:
1. Quality of Proposal
2. Technical and Specialized Knowledge
3. Professional Qualifications, Knowledge and demonstrated related Experience
4. Cost

The Town of Northfield will negotiate contract terms upon selection. The contractor shall not start the project until the successful applicant enters into a written contract with the municipality. The Town of Northfield is not liable for any cost incurred by consultant prior to issuance of a contract. The contractor shall provide proof of Insurance Coverage such that All contractors, and any sub-contractors must carry adequate insurance coverage (not less than $1,000,000-per occurrence). $1,000,000 - General Aggregate Applying, in total, $1,000,000 - Products/Completed Operations Aggregate, $50,000 – Fire/Legal/Liability, and $1,000,000 - Automotive Liability), and must affirm being an equal opportunity employer.