

REQUEST FOR PROPOSALS

Town of Fairfield

Architectural Planning Services for Common School

Project Schedule:

7/25/2025

RFP Released

8/22/2025 at 3:00 pm

Deadline for submission of proposal via email

9/8/2025

Contract execution

Questions in writing may be sent via email to Greta Brunswick, Senior Planner at (802) 524-5958 or gbrunswick@nrpcvt.com.

Submission Requirements

One (1) electronic Adobe Portable Document Format (PDF) file must be received on/before 3 pm on **August 22, 2025** and can be emailed to gbrunswick@nrpcvt.com. **Emailed proposals are required.** Digital proposals exceeding 7 MB must be compressed below 7 MB or sent via Dropbox. Applicants are encouraged to submit proposals early in case there are technology issues. NRPC is not responsible for proposals that are not received due to technology issues.

I. INTRODUCTION

The Common School is owned by the Town of Fairfield and located on what is historically referred to as the Town Common. Today, the property includes the Common School building and sports fields used by the school. The Common School building was originally built as the Town House in 1809, then used as a school starting in 1828. In 1936 the building was moved from the hill where the Fairfield Elementary School is located to its current location on a new foundation with a full basement. The Common School remained in use as one of three public schools in town until 1988 when they were consolidated into one and it was vacated. In 1996, the Common School was leased by the school district for music and art classroom space until 2021 when it was no longer needed.

Since it was vacated by the school district, the building has been used for recreation committee storage and reserved for a few community fitness classes and meetings, but overall, the building is highly underused. At the same time, the building is extremely inefficient and expensive to heat, and while the town has made a variety of piecemeal improvements to the building since 2000, deferred maintenance has complicated reuse.

An energy audit was completed in 2023 and identifies several improvements that would improve energy efficiency. Other studies/evaluations of the building include a 1999 Structural

Assessment by Engineering Ventures and a 2020 architectural schematic for an addition of the south side of the building to provide new bathrooms and an ADA lift to all floors funded by the Preservation Trust of Vermont. The schematic was not as comprehensive as needed for the building, but it will be a good basis for the program and schematic that would be funded by this grant.

The Selectboard is very motivated to find a solution for the Common School and will support a community effort for restoration; however, may have to consider demolition if there isn't progress. In response, the community decided at the 2023 Town Meeting to investigate restoration options and funding. The Common School Working Group was formed, and they completed an evaluation of reuse options and priorities that supported restoring the building and investigated grant opportunities.

The Common School Working Group will steer the project proposed with this grant application to develop a program, schematic design and cost estimate that will garner community investment, support and enthusiasm for raising funds to complete the restoration.

The following documents may be referenced to prepare the proposal:

- 1) Evaluation of ADA Accessibility Options, Life Safety Improvements and Renovations at the Fairfield Common School Building, William Gallup Architecture and Planning LLC, October 2019.
- 2) Energy Audit Report, Paul Fleckenstein, BPI Building Analyst, Energy Co-op of Vermont, April 2024.

They can be accessed from the following DropBox folder:

https://www.dropbox.com/scl/fo/zgmr8m234om3ln4hdkpw9/AJC_aXt-x0cYNIJ2piFbul4?rlkey=vkllmb365zcucztiiv45d96ei&st=hno75g7a&dl=0

II. SCOPE OF WORK

This solicitation is looking for architectural consultant services to carry out the tasks listed in the scope of work below that is sufficient to complete necessary programming, schematic design, cost estimate and schedules for the Common School restoration:

1	Meetings and Coordination	Attend in person kick-off meeting and 4-5 additional remote Working Group meetings via zoom or in-person.
2	Architectural Programming	Prepare draft architectural program. Incorporate Working Group and survey feedback (see task 3) into final architectural program.
3	Online Survey	Provide input to the Working Group and RPC who will design, advertise, and summarize responses to a survey on the draft architectural program.

4	Draft Architectural Schematic Design	Prepare draft schematic design.
5	Public Meeting	Facilitate one public meeting to take input on draft design, support provided from RPC on meeting coordination.
6	Final Architectural Schematic Design, Phasing/Implementation Schedule and Cost Estimate	Prepare final architectural schematic design and cost estimate, incorporating Working Group and public meeting feedback.
7	Phasing/Implementation Schedule	Review priorities for the scope of the restoration project and outline the potential for phasing by priority (immediate, short term, long term).
8	Prepare Opinion of Probable costs	Order of magnitude pricing will be based on overall cost per square foot and include a summary of costs for major scopes of work by priority (immediate, short term, long term).

III. PROPOSALS

All consultants are required to submit a proposal outlining the following information:

Understanding of the Project: Describe briefly your understanding of this project, including tasks to be performed, and the issues and needs to be addressed, and also how you propose to coordinate activities with the Town of Fairfield, Common School Working Group and the RPC. Also explain your firm's experience working on similar projects.

Scope and Schedule: Identify if the proposed scope of work in section II of the RFP is appropriate and provide a timeline for project completion.

Organizational Chart: Identify persons who will be involved in the project and their respective roles and/or functions. The project manager and task leaders should be clearly identified and their qualifications described. Sub-consultants must be identified and their qualifications described.

Cost Proposal: Present a detailed cost proposal for the work to be performed based upon the person hours by task. Please include hourly rate(s), overhead and fee, other direct costs, subcontractor costs, etc. The Town of Fairfield retains the right to negotiate costs with any consultant that has submitted a proposal.

*Proposals received after **3 PM on August 22, 2025** will not be considered.*

All questions and communications regarding this RFP should be directed to Greta Brunswick, Senior Planner at Northwest Regional Planning Commission (802-524-5958 or gbrunswick@nrpcvt.com).

Upon submission, all proposals become the property of the Town of Fairfield. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the consultant. The Town of Fairfield retains the right to reject any and all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Town of Fairfield. This solicitation in no way obligates Town of Fairfield to award a contract.

Proposal Evaluation: Proposals will be evaluated by the Town of Fairfield, Common School Working Group, and NRPC staff (Review Team) based on the following criteria:

1. Quality, completeness, and clarity of submission (10 points);
2. Qualifications and relevant experience by respondent on similar projects (10 points);
3. Adequate assigned resources and staffing to complete the work by proposed timeline (20 points); and
4. Proposed project cost (10 points).

The maximum point value of a proposal is 50 points.

The Review Team reserves the right to seek clarification of any proposals submitted and select the consultant with the most responsive proposal deemed most advantageous to the project. The Review Team also reserves the right to interview firms that have submitted proposal if deemed necessary.

IV. CONTRACTING PROVISIONS

This project is being funded through a Municipal Planning Grant. In accordance with the grant agreement, the Town of Fairfield shall reimburse the consultant for all reasonable and necessary expenses incurred in the performance of this work assignment in accordance with state reimbursement offered to State employees.

All consultants, and any sub-consultants, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. Those requirements imposed upon the State of Vermont and the Town of Fairfield, respectively, as recipients of federal funds are thereby passed along to the consultant and any subconsultants, and those rights reserved by the US Department of Housing and Urban Development (HUD) are likewise reserved by the State of Vermont and the Town of Fairfield.

All consultants and any subconsultants must comply with all pertinent federal, state and local laws, 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 with an affirmative action plan. It is further stated that it is the policy of the State of Vermont that Disadvantaged Business

Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting. Consultant(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act.

Qualified Disadvantaged Business Enterprises (DBE) and Women-owned Business Enterprises (WBE) businesses are encouraged to submit proposals.

Non-Discrimination and Title VI: The consultant team shall comply with the provisions of the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and subsequent related acts, and all other federal statutory laws which provide in whole or in part that no person or entity on the grounds of race, color, national origin, sex, physical disability, or veteran status be excluded from participation in, be denied the benefits of, or be otherwise discriminated under the State, Federal and USDOT assisted contracts, programs and activities.

V. ROLES AND RESPONSIBILITIES

Town of Fairfield – Town Administrator

- Financial Management
- Inspection of work prior to release of payment
- Revision/submission of progress reports
- Review/execution of contract with contractors

Northwest Regional Planning Commission

- Project manager – contact for project progress
- Oversight of bid solicitation/procurement of contractors
- Preparation of request for proposals
- Preparation of progress reports
- Coordination Common School Working Group meetings

Common School Working Group

- Project Steering Committee - provide insight and recommendations to the consultant and guide and lead the project.

The Town of Fairfield is an Equal Opportunity Employer