



Town of Starksboro
Jerusalem Community Center
Request for Proposals for Construction Management Services for
Jerusalem Schoolhouse Building Renovations and New #2 Fire Station

The Town of Starksboro is seeking bids from qualified firms for construction management services to execute approved work on the Jerusalem Schoolhouse building and for construction of a new #2 Fire Station.

Purpose of RFP

The municipality of Starksboro is seeking qualified firms to conduct project and construction management activities related to renovation work on the one room Jerusalem Schoolhouse in South Starksboro, Vermont. The project also includes the removal of the existing Fire Station #2 from the Schoolhouse and erecting a new two bay free-standing station on the site. Starksboro has received preliminary architectural designs and the voters of Starksboro have approved a total project budget of \$1,300,000.00 to complete work.

About the Project

The Town of Starksboro owns the Jerusalem Schoolhouse and the lot it sits on. The original Jerusalem Schoolhouse, built in 1874, is approximately 1000sf. The building serves as a special community center for Starksboro families and is in need of major renovation work in order to continue to meet the community needs and honor its historic legacy. Over the years the original structure has seen a number of additions, including an addition to the north of approximately 375sf and a 1970's fire truck garage addition to the east, of approximately 500sf. An overview of work proposed at this time includes:

1. The Schoolhouse:

- Removal and disposal of the attached fire station on the East wall
- Removal and disposal of the addition on the North wall
- New construction of a 30 foot by 24.5 foot addition on the North wall containing:
 - 2 bathrooms
 - Mechanical room
 - Kitchen
 - ADA accessibility ramp to facilitate access to the existing structure
- Patch, repair, or replace concrete entry stairs
- Installation of 3 windows in the existing structure

- Miscellaneous repairs and improvements as needed in the existing structure
- Associated parking and access

2. Fire Station # 2

- Construction of a new 2 bay fire station 34 feet away from the Schoolhouse on the same lot.
- One bay measures 19 feet wide and 50 feet deep. The second bay measures 19 feet wide and 45 feet deep.
- The station will contain a bathroom
- Associated parking and access
- Pull utilities (water and electric) from Schoolhouse
- Hook up to existing wastewater system (permit allows for this and preparations were made when the system was replaced)

Architectural plans have been prepared, town permitting has been complete, and the voters of Starksboro have approved a funding request of \$1,300,000. The current drawings are attached to this RFP for planning purposes.

Required Services

The selected management firm will assist the Town with all pre-construction activities including (but not limited to)

- structural and site investigations,
- selection of construction materials,
- cost estimating,
- state permitting,
- and other planning and organizational tasks as needed.

The selected firm shall also be responsible for construction management activities including (but not limited to)

- the identification, solicitation and selection of necessary subcontractors,
- contract administration including obtaining contractors insurance, certifications, etc. as needed,
- scheduling and staffing plans,
- and other activities related to construction management.

Project Timeline

Request for Proposal released by: **7/3/2025**

Meeting with representatives of the Town of Starksboro **7/15/2025 at noon at the Jerusalem Schoolhouse** (encouraged, not required)

Questions due **7/21/2025**

Responses distributed **7/24/2025**

Proposals due **8/4/2025**

Reviewed by selection committee **8/5/2025**
Interviews (if needed) **week of 8/11/2025**
Notification on or before **8/18/2025**

Content of proposal

Each proposal shall contain the following:

- 1- A statement of interest including company approaches, methodologies and/or philosophies.
- 2- Summary of qualifications
- 3- Strategy for managing this project, including design and planning process, timelines, and major milestones.
- 4- Proposed personnel who will be assigned to the project including their qualifications.
- 5- (In a separate document) Fee schedules and cost proposals.

Proposal Submission Requirements

Proposals shall be submitted via email to Amanda Vincent - Starksboro Town Administrator – at townadmin@starksborovt.org no later than 4:30pm on 8/4/2025. A separate email containing fees and cost proposals shall be sent to the same email with the subject line “[*Name of Firm*] sealed fee schedule.” Sealed fee structures will be reviewed following a review of technical proposals.

Evaluation process

The Town of Starksboro Selectboard will form a selection committee comprised of town representatives. This committee will review each proposal at the 8/5 selectboard meeting and evaluate for completeness, scope, qualifications, methodology, schedule, and other pertinent information. Cost proposals will be reviewed following evaluation of the technical proposal.

In the event of multiple highly ranked proposals the committee will invite those firms to a virtual interview.

Rights Reserved

The Town of Starksboro reserves the right to reject any or all proposals and to award the contract as determined to be in the best interest of the Town.

Further, the Town expressly reserves the right to:

1. Reject any or all RFP submittals, amend or supplement the RFP, terminate the RFP process at any time, reissue the RFP, and extend the time for submission of the responses by notification to all parties who have received a copy of the RFP.
2. Request more information from any or all proposers.

3. Waive or decline to waive irregularities in and submittal or in the RFP process.
4. Decline to enter into an agreement with any of the proposers.
5. Enter into negotiations with any, all or none of the proposers.

All proposals become the property of the Town of Starksboro upon submission. Local businesses, minority-owned businesses, woman-owned businesses, and Section 3 businesses are encouraged to respond. The Town of Starksboro is an equal opportunity employer.

Attachments:

Proposed site and building designs prepared by GVV Architects

Additional documents available via starksborovt.org:

Engineering Ventures Structural Assessment, dated 2.22.19

Barnard & Gervais Site Survey, dated 7.10.2019

Claypoint Associates Asbestos / Lead / Universal Waste Environment Assessment, dated 5.14.2019

New Leaf Design Energy Audit Report, dated 7.12.11

Community Survey results, dated 7.2019

MERP Level II Energy Assessment dated 9.9.2024

DRB Decision dated 2.27.2023