

The logo for the Town of Winhall Vermont features the text "TOWN OF WINHALL VERMONT" centered within a white oval. This oval is set against a larger, light green oval background that has a dark green border. The text is in a black, serif font.

# TOWN OF WINHALL VERMONT

115 Vermont Route 30  
Bondville, VT 05340  
Tel: 802-297-2119  
townadmin@winhall.org  
www.winhall.org

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## ***Request for Proposals ~ Design of Public Safety Facility***

*September 18, 2024*

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The Town of Winhall is seeking proposals from qualified engineers and architects for the design of a new Public Safety building at 107 Vermont Route 30 in the Town of Winhall, Vermont.

The Town of Winhall Fire Department and Police/Rescue Departments would be housed at the new Public Safety building, and design plans must be developed to accommodate the needs of all personnel and equipment. The Town of Winhall is seeking architectural services to design the new building and council facilitating the construction of the new facility.

All construction plans and documents shall contain stamps of a licensed architect and a licensed structural engineer. Documents shall include: Floor Plans, Elevations, Foundation Plans, Roof Framing, Cross Sections, Exterior Wall Sections, Structural Details, Electrical Plans, Plumbing Plans, Window and Door Schedule, Room Finish Schedule, Project Manual (containing all project specifications), and any other relevant construction and bid documents as may be required. The contractor may be asked to assist the Town of Winhall in preparation of bid documents and aid in negotiations with General Contractors.

### **Mandatory Pre-Bid Meeting**

The pre-bid meeting will be held on **Tuesday, October 1, 2024 at 10:00AM** at 107 VT Route 30. Attendance is required in order to submit a proposal on this project.

### **Responses to this Request for Proposals should consist of:**

- 1) A letter expressing interest in working with the Town of Winhall on this project.
- 2) A description of the approach to be taken to carry out the proposal.
- 3) Documentation of relevant experience, qualifications, and licenses.
- 4) Proposed fee structure for project.
- 5) A list of employees and subcontractors proposed to work on this project.
- 6) Timeline, benchmarks, and deliverables.

### **Period of Performance**

Work shall commence upon the date that a contract is fully executed.

### **Submissions**

Proposals from interested parties must be received by the Winhall Town Administrator no later than 1:00PM on **Tuesday, October 15, 2024**. Submissions *must* be emailed to: [townadmin@winhall.org](mailto:townadmin@winhall.org). Proposals will be evaluated based upon the contractor's experience, background, and ability to perform the requested services at an affordable price. Cost will not be the sole determining factor in the award of this contract. The Town of Winhall reserves the right to reject any proposal that does not meet the criteria specified in this RFP, is received after the deadline, or is not complete. The Town of Winhall also reserves the right to seek clarification from any contractor that submits a proposal.

Submit all proposals and direct all inquiries to:

Lissa Stark, Winhall Town Administrator  
115 Vermont Route 30 ~ Drawer #2  
Bondville, VT 05340  
Telephone: (802) 297-2119  
E-Mail: [townadmin@winhall.org](mailto:townadmin@winhall.org)  
Website: [www.winhall.org](http://www.winhall.org)