



## CROSS CONSULTING ENGINEERS, P.C.

Peter H. Cross, P.E., L.S.  
President

103 Fairfax Road, St. Albans, Vermont 05478-6271 • Tel. : 802.524.2113 • Fax: 802.524.9681  
E-mail: [pcross@crossconsultingengineers.com](mailto:pcross@crossconsultingengineers.com)

### MEMO

**TO:** Selected Construction Management Firms  
**FROM:** Pete Garceau, PE  
**DATE:** July 6, 2021  
**SUBJECT:** Northwest Vermont Solid Waste Management District, Georgia, VT  
**FILE:** 20001

The Northwest Vermont Solid Waste Management District is planning an expansion project at their facility on Morse Drive, in the Town of Georgia, VT. This project involves the construction of a 700 square-foot office addition, a new, 2-story 1200 sf office space and storage building, a warehouse addition, multiple locations for additional concrete infrastructure and significant site re-organization to meet improved material management. Site driveways and parking will be added to more efficiently organize the traffic flow into and out of the project. This facility serves the public and space is limited. Site work and construction must be managed within the facility operations.

The Solid Waste District is interested in soliciting construction management proposals for construction of the project. The estimated project value is \$1,000,000. The overall concept is shown on Cross Consulting Engineers' drawings which are attached to this request.

#### BACKGROUND

The Solid Waste District has retained the services of Cross Consulting Engineers, PC to design and permit the project.

#### PROJECT DESCRIPTION

A new 700 sf office expansion will occur on the front (east) side of the building. This expansion will include a new visitor's entrance and new office space. A new 1200 sf storage building with second story office space will be constructed at the rear of the property.

The project will include two new small parking areas in front of the building. Approximately 16 new parking spaces will be added. This work will include landscaping and lighting.

The project will also include a new public driveway entrance and pay booth to access the drop off area in back of and inside the building, using the rear overhead door. This new driveway will be on the south side of the property.

There will also be other site modifications to re-organize the dumpsters and roll-offs that are located on site to more efficiently organize the site layout of this facility. New concrete slabs and walls will be required to support these containers.

## **SERVICES REQUIRED**

The Construction Manager will be required to bid out and manage the project, subject to the following:

- a) Single construction project most likely to start in July 2022.
- b) All subcontracts shall be bid out to at least three reputable subcontractors. The owner reserves the right to add or delete subcontractor's names to create a preapproved bid list.

Construction management services will include the following:

- 1) Preconstruction Services – This includes up to eight (8) in person meetings with the Owner and design team to provide input on design questions, construction cost estimates of alternatives, overall construction budget estimates and preparation of a project schedule with updates as necessary. Two interim and one final cost estimate shall be prepared. The final cost estimate will be prepared upon completion of the construction documents. Preconstruction services are expected to commence September 15, 2021 and end on July 15, 2022.
- 2) Bid Phase Services – The Construction Manager will subcontract all aspects of the project by obtaining at least three competitive bids for each trade utilizing the plans and specifications prepared by the design team. If the Construction Manager wishes to perform selected services with their own forces, they must identify this work early in the scope of the project and obtain permission from the Owner. The Construction Manager will solicit all bids, de-scope all bids, prepare bid tabulations for review with the Owner and make recommendations on the subcontractors to be hired for each discipline.
- 3) Construction Phase Services – Provide project management and supervisory personnel and laborers to adequately manage and run the project in a manner that will ensure that the project schedule and budget are being met. The Construction Manager will manage the entire project and associated site work through completion of punch list and furnishing post construction as-built drawings, owner manuals and warranties. All subcontracts will be with the Construction Manager and there shall be a single Guaranteed Maximum Price (GMP) contract between the Construction Manager and the Owner. The Construction Manager will provide a GMP proposal when most of the costs have been determined through the solicitation of bids, but no later than one month prior to the anticipated construction start date.

## **PROPOSAL REQUIREMENTS**

Please provide the following information with your proposal. The proposals are to be submitted to Cross Consulting Engineers, PC, Attention Peter Garceau, PE at the address in our letterhead.

- 1) Brief description of your company including average estimated annual construction cost of completed work for the past five years, length of time your company has been in business, and the location of the office that will be responsible for this project if selected. Be sure to describe similar facilities that your firm has constructed, including total construction costs and contact information for use as references.
- 2) Fee for managing the construction of this project based either on a percentage of construction costs or lump sum.
- 3) Estimated general conditions costs to run the project with a complete breakdown of assumptions, assuming site construction starts around July 15, 2022. Estimated general conditions costs shall include the following:
  - Office Supplies
  - Telephone/Communications
  - Sanitary Facilities
  - Project Signage
  - Temporary Utilities
  - Project Manager
  - Office Engineer
  - Safety Engineer
  - Superintendent
  - Foreman
  - Laborers
  - Other Personnel as needed
  - Automobiles
  - Pick-Up Trucks
  - Field Office
  - Printing and Copying
  - Temporary Safety and Protection
  - General Liability Insurance
  - Estimated Construction Contingency as %
  - Markup on Change orders, including insurance as %
- 4) Name and resume of the proposed Project Manager that will manage this project.
- 5) Name and resume of the proposed Superintendent that will be onsite for the duration of this project.
- 6) Lump sum fee for preconstruction and bid phase services. These services are expected to commence September 15, 2021. The Project Manager is expected to attend all design team meetings which will be located at Owner's offices. A total of 8 design team meetings should be anticipated.
- 7) Estimated project schedule assuming a July 15, 2022 construction start date.

Northwest VT Solid Waste District

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A site inspection for purposes of providing a better understanding of the project will be scheduled on Monday July 19, 2021 at 11:00 AM at 158 Morse Drive, Georgia, VT. This is a **mandatory** site visit required of all firms intending to submit a proposal.

Please submit one electronic pdf copy and four paper copies of the information required above to Cross Consulting Engineers no later than Tuesday, August, 17, 2021 at 4:00 PM. Questions regarding this Request for Proposals should be sent to Pete Garceau at [pgarceau@crossconsultingengineers.com](mailto:pgarceau@crossconsultingengineers.com)

Thank you.

**SUBMITTED BY ;**



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Pete Garceau, PE (CE)

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Encl: As Stated