



Request for Proposal Construction Management Services

The Town of Whitingham (the “Town”) requests proposals from qualified Construction Manager at Risk (CMAR / CM/GC) firms to provide Preconstruction Services and, subject to successful negotiation, to serve as Construction Manager at Risk for the construction of a new 8,800 SF Highway Department Garage. The Town, its Design Team (Stevens & Associates), and supporting consultants will partner with the selected CM to refine scope, verify cost, advise on constructability and scheduling, assist with procurement of a Pre-Engineered Metal Building (PEMB), and deliver the project under a Guaranteed Maximum Price (GMP) contract.

In submitting proposals, please address all the items and include any relevant information regarding your firm and the proposal. Women Owned, Minority Owned, Locally Owned Businesses, and Section 3 Businesses are encouraged to apply.

PROJECT OVERVIEW

The Town of Whitingham proposes replacing its existing 4,500 SF Highway Department facility, located on the project site at 4189 Vermont Rte 100 and slated for demolition as part of this project. The new facility will be an 8,800 SF Pre-Engineered Metal Building (PEMB) designed to house the Town’s highway vehicles, equipment, and maintenance functions. The building layout was developed in response to the site’s proximity to natural features on multiple sides which informed both the orientation and overall configuration of the structure. The program includes an 800 SF mezzanine for storage and an 850 SF administration wing, providing space for office functions, recordkeeping, and operational coordination.

In addition to the building, the project includes related site improvements, including grading, access, utilities, stormwater management, and circulation upgrades. The current design also includes the replacement of an existing box culvert on the site as part of the overall scope of work.

Construction is anticipated to begin in Q2 of 2027, following completion of design development, construction documents, preconstruction coordination, and establishment of a Guaranteed Maximum Price (GMP) with the selected Construction Manager at Risk.

This procurement is conducted under the Town of Whitingham Purchasing Policy (April 20, 2022) using the Competitive Proposals method because award will be based on qualifications and approach, with fees considered but not the primary factor. This Competitive Proposals process will solicit from two or more qualified firms and the Town will maintain documentation of the method, evaluation, and award per its Purchasing Policy

The Town intends to use AIA A133–2019 (Owner/CMc, Cost-Plus with GMP) together with AIA A201–2017 General Conditions, as modified by Town Supplementary Conditions. To reduce administrative burden on proposers, the Town does not require AIA A305, AIA 702/703 samples, or audited financial statements for submission. A surety letter indicating bonding capacity is required.

PROJECT TEAM

Owner: Town of Whitingham, VT
Architect: Stevens & Associates, Brattleboro, VT
Structural Engineer*: Stevens & Associates, Brattleboro, VT
MEP Engineer: DuBois & King, Inc., Springfield, VT

* S&A structural engineering services limited to foundation and ancillary structural elements. Primary building engineering by PEMB manufacturer yet to be selected.

PROJECT SCHEDULE

Deadline for response to RFP:	March 19, 2026
Interviews of Potential Candidates (If necessary)	March 24, 2026
Announce selected firm:	March 26, 2026
GMP established:	Q4 2026
Construction Start	Q2 2027
Anticipated construction completion:	Q3/Q4 2027

BONDING REQUIREMENTS:

100% Performance and 100% Payment Bonds will be required at execution of the GMP Amendment. Include a surety letter confirming bonding capacity to cover the anticipated final GMP amount.

PROPOSAL EVALUATION CRITERIA

Weighted Scoring Criteria	
Experience	Firm's overall qualifications and experience, including experience with similar type projects, scope and size projects, including high performance buildings working with Efficiency VT, and direct experience with the development team.
CM Procedures	Descriptions of firm's typical operating policies and procedures throughout a Construction Management contract as directed below.
Organization	Description of firm's proposed staffing, and communication procedures as directed below.
Cost Proposal	Description of cost structure as directed below.
References	By submitting, proposer authorizes the Town to contact any listed reference or project owner/architect for performance information on similar projects completed in the past five years.
Financial Bonding Capacity	Surety letter confirming bonding ability and typical insurance certificates.

CONSTRUCTION MANAGER PRECONSTRUCTION AND BID SERVICES SCOPE OF WORK:

1. The Construction Manager will be required to review the pre-bid documents and provide value

engineering input, questions and clarification requirements in order to complete the final bid documents. Please refer to Preconstruction Phase provisions of AIA133-2019 for scope alignment. Work includes but is not limited to:

- a. Review the Schematic Design drawing package, conduct an on-site walkthrough to assess the current condition, and provide written comments and observations regarding coordination, omissions and constructability.
- b. Provide the following construction cost estimating and services:
 - i. Schematic Design Full Cost Estimate
 - ii. 90% Design Development Full Cost Estimate
 - iii. 90% Construction Document Full Cost Estimate
- c. Lead Value Engineering (VE) with costed options and impacts on quality/schedule.
- d. Assist with PEMB procurement using open performance criteria and competitive quotation.
- e. Identify long-lead items (including PEMB) and recommend mitigation strategies.
- f. Organize responsibilities and workflow/phasing/staging projections /project logistics.

CONSTRUCTION MANAGER CONSTRUCTION SERVICES SCOPE OF WORK:

1. Serve as Constructor under the GMP Amendment and build per contract documents.
2. Manage safety, quality, environmental controls, and coordination with Town operations.
3. Open-book cost reporting, contingency log, and monthly schedule updates.
4. Procure subcontract bidders (including public advertisement to solicit bids); prepare bid requests, assess proposals, and engage interest. CM may self-perform only with competitive bid against at least two qualified subcontractors and Town approval.
5. Correlate and tabulate all bid results, solicit at least three competitive quotes for each subcontractor where practicable; document outreach and results. All subcontract awards subject to Town review for each subcontractor, and work with the project team to develop the final scope of work to be addressed based on bid results and available funding.
6. Commissioning support, training, warranties, as-builts, and closeout documentation.

SUBMISSION REQUIREMENTS

Please respond on your letterhead using the following categories to organize your proposal and address each of the following questions:

Experience:

1. Describe your firm's experience involving comparable projects.
2. Describe the division(s) of work characteristically performed by your firm's own forces.
3. Please enclose a letter from your insurance carrier indicating your firm's ability to acquire a 100% Performance and payment bond.
4. Please provide a list of similar projects (three) for discussion.

Organization:

1. Please provide Key staff resumes (PM, Superintendent, Estimator), availability, and relevant experience.
2. Please be prepared to bring your critical team members to your interview, if required at owner's discretion.

Procedures:

1. Please describe the pre-qualification and bidding procedures your firm uses to assure your clients of the lowest cost and best value.
2. It is the Owner's intent to have the CM obtain a minimum of three competitive bids on any work performed by his own forces. It is the Owner's intent that the CM solicit at least three bids where practicable, document outreach and results, and obtain Town concurrence for awards.

Proposal:

1. Please list the personnel and fees charged in General Conditions. These costs should include but not be limited to those costs listed in A133/CM Article 6.1. All personnel costs above to include compensation, benefits and payroll taxes, and insurance.
2. Please list your rates by position for all personnel that would apply to work done by your own forces, itemized as necessary to show all burdens and other labor related costs which will be charged to the project.
3. Please list the Construction Managers Fee for the project. The CM FEE to include all costs specifically called out in AIA133-2019 Article 6.2.1.
4. Please list the charges for pre-construction services.
5. Describe how you establish any CM contingencies to be included within the GMP, and how this is accounted for and charged against during the construction of the project.
6. How does the Owner benefit from cost savings developed during the project?
7. How are change orders generated and costed out, and what back-up is provided?
8. Provide your mark up for General Requirements, Overhead & Profit and Bonding.
9. Provide your charge for General Requirements or any other mark-ups in change orders, including subcontractor mark-ups.
10. When and how is the CM contingency released and is any held in reserve for latent defects and warranty items.
11. Provide Conflict of Interest & Non-Collusion signed statements as required by Town policy.
12. This project is NOT subject to Davis-Bacon wage rates. If federal funds are introduced (not intended), the Town will incorporate all required federal clauses (e.g., Davis-Bacon, M/WBE outreach, SAM.gov checks) and may issue an addendum or contract modification.

The Selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the town's interest. The Selectboard also reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract. Vendors are encouraged to attend sealed bid opening.

Please submit 1 (one) electronic copy of your proposal to Jess Hamilton, Stevens & Associates, at (jhamilton@stevens-assoc.com) 95 Main St., Brattleboro, VT 05301, and CC Gig Zboray, Town of Whitingham, at (gig@whitinghamvt.org) P.O. Box 529, Jacksonville, VT 05342 no later than **1:00pm, March 19, 2026**. It is the intent of the Owner to make its decision on the choice of a CM as soon as possible. The Owner may choose to interview candidates prior to making its final decision. The Owner reserves the right to accept or reject any or all of the proposals.

Please address any questions to Jess Hamilton jhamilton@stevens-assoc.com. No questions will be entertained after the close of business on March 5, 2026. **Electronic Proposals are required except where noted**

Exhibits:

- Schematic Design Package
- Town of Whitingham Purchasing Policy (April 20, 2022)
- Whitingham Addenda Acknowledgment

End of Request for Proposal