**Request for Proposals**

**REQUEST FOR ARCHITECTURAL SERVICES:** The Town of Swanton, Vermont is requesting proposals from qualified architectural firms for a renovation plan of the second floor and portions of the first floor of its historic Town Office Building at 1 Academy Street. The chosen architectural firm will design and estimate all work, materials, and labor for the ***Swanton Town Office Building Renovation Project***. The Town Office Building is a 2-story, brick masonry structure in the Greek Revival style. It was built in 1852. The architectural services to be performed by the chosen architectural firm shall include the following scope of work:

1. Assess the second floor for renovation. Second floor to have one large meeting room and a storage area. Provide power and conduit for ceiling mounted projector. Provide one ADA unisex restroom. Provide heat to all second floor areas and air conditioning to the large meeting room. Preserve the existing wood floor if possible. Replace windows.
2. Install an elevator to the second floor. Location and size to be determined. One possibility is to use the current listers’ office. New listers’ office to be made by portioning off the rear, first floor conference room.
3. Survey the exterior of the building to include the roof. Any necessary repairs to keep the building watertight and energy efficient shall be made part of the project.
4. Improve the entrance on the north side of the building abutting Academy Street to include rebuilding the stairs to the second floor if necessary.
5. Design a roof to cover the handicapped access on the east side of the building. The structure shall be strong enough to support snow and ice falling off the main roof.
6. Provide a door buzzer on the east and west entrances capable of being heard in the Town Clerk’s office.
7. Replace the carpet in the Town Clerk’s office on the first floor, room with VCT or sheet flooring.
8. All work to be done in accordance with applicable local, state, and federal codes.
9. Draft all necessary plans for the proposed renovations and draft bid documents for the construction phase.
10. Estimate the fee your architectural firm will charge and the time frame your firm will take to complete its renovation plan for the ***Swanton Town Office Building Renovation Project***.
11. A **mandatory site visit** is scheduled for **April 7, 2015 at 4 p.m.** at the Swanton Town Office Building at 1 Academy Street and the **complete proposal shall be due on Tuesday, May 5, 2015 at 4 p.m.** The Swanton Selectboard will open and review each proposal at a duly noticed public meeting of the Selectboard.
12. Any questions should be directed to Town Administrator, David Jescavage, by calling 802-868-7418 or emailing at townadmin@swantonvermont.org . To view photos of the Town Office Building project areas, visit the Town website at: [www.townofswantonvermont.weebly.com](http://www.townofswantonvermont.weebly.com) .
13. **Note:** The award of the contract to a firm to perform the architectural services will be made on technical merit, estimated time frame, and responsiveness to the scope of services listed above. Comparative fee estimates will be considered but will not be the sole basis for selection of the firm. **The Town of Swanton reserves the right to reject any or all proposals received**, to negotiate with any qualified architectural firm, and to cancel in part or its entirety this *Request for Proposals* if it determines that it is not in the best interest of the Town of Swanton. This solicitation in no way obligates the Town of Swanton to award a contract to any firm responding to this *Request for Proposals.*
14. All proposals shall be due on **Tuesday, May 5, 2015 at 4 p.m.** by U.S. Mail, hand delivery, or parcel delivery (no emails or faxes will be accepted)(proposals must arrive at the Town Office Building by the deadline) to the address below:

***Swanton Town Office Building Renovation Project***

David Jescavage, Town Administrator

P.O. Box 711, 1 Academy Street

Swanton, VT 05488