



# TOWN OF WAITSFIELD

## REQUEST FOR PROPOSALS

### Waitsfield Town Garage

### Conceptual Design and Cost Estimating Services

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#### Project Overview

The Town of Waitsfield is seeking proposals from qualified firms or professionals to provide conceptual design and cost estimating services for the planning of a new Town Highway Garage. This work will support the development of a conceptual building layout and preliminary construction cost estimate, helping the Town prepare for future design, budgeting, and potential bond vote.

This RFP is limited to early-stage design support and conceptual-level services. Full architectural/engineering (A/E) services, permitting, bidding, and construction administration are not included in this contract.

Any questions can be sent to, York Haverkamp Waitsfield Town Administrator

[York.haverkamp@waitsfieldvt.gov](mailto:York.haverkamp@waitsfieldvt.gov) or (802) 496-2780

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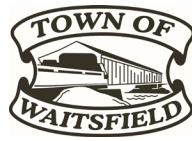
#### Project Background

The Town is evaluating options to replace its aging highway garage at 761 Tremblay Road. The proposed site is served by municipal water, and a new septic system is anticipated.

At the bottom of this RFP, you'll find an initial hand sketch of the proposed layout. The concept envisions a steel-frame garage approximately 146' x 60', with:

- 8 front-facing equipment/truck bays
- 1 additional side bay (wash bay)
- Dedicated interior space for chipper/mower storage
- Shop, storage, office, and breakroom space
- Heated slab flooring

The Town seeks professional support to refine the conceptual design and develop reliable cost information to guide next steps.



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## Scope of Services

The selected consultant will provide services to:

1. Conceptual Site and Building Layout
  - Translate the preliminary sketch into a professional, scaled site and building layout drawing suitable for presentations.
  - Recommend improvements to site circulation, spatial layout, or basic structural options.
2. Preliminary Construction Cost Estimate
  - Develop a conceptual-level construction cost estimate using localized materials and labor rates.
  - Provide cost ranges for optional features:
    - Radiant heated floors
    - Foam insulation vs. alternative insulation types
    - Septic system installation
    - Wash Bay installation
3. Summary Report
  - Prepare a brief report including:
    - Conceptual building layout (PDF)
    - Estimated total cost and optional cost items
    - Key design considerations and potential phasing options
    - A high-level construction timeline for planning purposes

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## Timeline

- RFP Release: August 12<sup>th</sup>, 2025
- Proposals Due: September 26<sup>th</sup>, 2025
- Selection and Award: October 28<sup>th</sup>, 2025



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- Draft conceptual design and cost estimate: Approximately 6–8 weeks after award
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### Submission Instructions

Submit proposals (PDF format) to: York Haverkamp, Town Administrator

Email: [york.haverkamp@waitsfieldvt.gov](mailto:york.haverkamp@waitsfieldvt.gov)

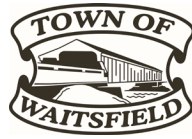
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### Proposal Requirements (10-page limit)

- Firm/individual background, qualifications, and relevant experience
  - Examples of similar municipal garage or public works projects
  - Proposed approach and methodology for this scope of services
  - Sample deliverables (conceptual plan or cost estimate example, if available)
  - Fee proposal (lump sum preferred or hourly with estimate)
  - Proposed timeline and availability
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### Additional Notes

- The Town reserves the right to reject any or all proposals. Procurement policy link:  
[https://www.waitsfieldvt.gov/fileadmin/files/Policies/Purchasing\\_policy.pdf?3e651a9a4b8b0a9944a92de3df35921492331e26](https://www.waitsfieldvt.gov/fileadmin/files/Policies/Purchasing_policy.pdf?3e651a9a4b8b0a9944a92de3df35921492331e26)
  - Selection under this RFP does not guarantee future phases of project work.
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# TOWN OF WAITSFIELD

## Town of Waitsfield – Request for Proposals - One-Page Summary

### Conceptual Design and Cost Estimating Services – Town Highway Garage

The Town of Waitsfield seeks proposals from qualified professionals or firms to assist with the conceptual design and preliminary cost estimating of a new Town Highway Garage. The selected consultant will refine a preliminary building layout (8 front bays + 1 side bay) and develop cost information to guide future project phases.

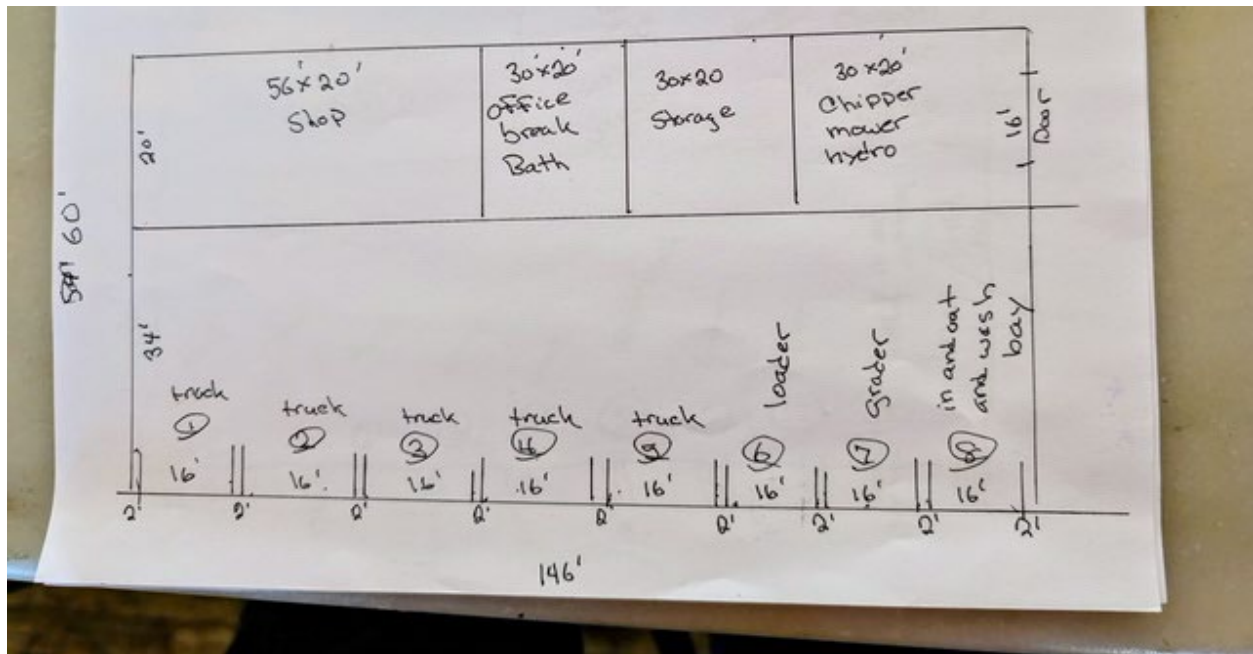
- Proposals Due: September 26<sup>th</sup>, 2025
- Submit To: [york.haverkamp@waitsfieldvt.gov](mailto:york.haverkamp@waitsfieldvt.gov)
- Scope: Conceptual layout development, cost estimating, and summary report for Town planning and decision-making.
- Proposal Contents: Qualifications, relevant experience, example deliverables, fee proposal, and timeline (max 10 pages).

For the full RFP document, contact the Town Administrator or visit [Town Website Link](#)

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## TOWN OF WAITSFIELD



146'x60' 8,760 square feet

Steel building

Foam insulation

Heated Floor

New septic