



Town of Poultney

February 14, 2025

Request for Proposal (RFP) for 'Garage Property' Conceptual Design RFP Question & Answer Addendum

Q1: Is there a defined schedule for this project?

A1: The project is expected to be completed (within concepts presented) by the end of July 2025.

Q2: Is the site visit critical to the scope of services?

A2: Yes, the site visit will allow the consultant to understand the overall context of trails, recreational amenities and opportunities of the site.

Q3: What is the overall goal of the project?

A3: The committee is seeking innovative design concepts to inform the highest and best use of the property and address the community's need for an outdoor recreation facility.

Q4: Is the town looking for an architecture-led firm or a landscape architecture-led firm for these conceptual designs?

A4: No preference.

Q5: Is the town willing to consider a slight increase in budget if the services are well defined/merited?*

A5: No, this project contract will be structured as not to exceed. However, the Town is currently engaged in an aligned project that is exploring sites for construction of a new Town Garage. Therefore, the study site, along with other locations within the community, are concurrently being evaluated for construction of a new Town Garage. Deliverables from the aligned Town Garage project will be made available to inform this Outdoor Recreation Hub design concepts project.

Q6: In regards to the Kick Off (Task 1.1) and Town Manager & Stakeholder (Task 2.1) meetings: are you anticipating these meetings to be in-person meetings or could these be held digitally?

A6: These can be held digitally.

Q7: Is GIS data acceptable for the base mapping of the site (Task 3.1)?

A7: Yes.

Q8: Does the cost estimate in Task 3.3 need to be a bankable project cost or a rough order of magnitude cost?

A8: Rough order of magnitude costs are acceptable.

Q9: Will a proposed building footprint be provided or is the designer responsible for this?

A9: No as-builts or construction documents exist for the Town Garage thus the designer will be responsible for incorporating existing structures into their design concepts, as feasible and desired. It is expected that several of the existing structures on site (including the Town Garage structure itself) have outlived their useful life and would be removed in a re-development scenario. See A5 above for information on an aligned project.

Q10. We would like to know if the "town garage" referred to in this RFP is specifically the one largest building on the site and if that will be the only building to be considered.

A10. The project is intended to consider the Town Garage site as a whole and inclusive of all structures, access points, physical conditions, etc. to provide conceptual designs for community use.